Parents – How to book an interview at WSHS

1. Navigate to the Warwick State High School Homepage – [http://warwickshs.eq.edu.au](http://warwickshs.eq.edu.au)
2. On the right under the heading ‘Quick Links’, click on ‘School Online Booking System (SOBS).’ This will navigate you away from our website to SOBS where you will make your booking.

3. Once you have navigated successfully to SOBS, you will see this screen where you need to type in “Warwick State High School” and click ‘Search’.
4. After you have clicked ‘Search’ a list of results will appear on the right, Find “Warwick State High School” and click on it.

<table>
<thead>
<tr>
<th>Click on your school</th>
<th>Town/City</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warwick State High School</td>
<td>Warwick</td>
<td>QLD</td>
<td>4370</td>
</tr>
</tbody>
</table>

5. Once you have clicked on it, another selection will appear. Click on the ‘Parents click here’ button.

Access Required

Parents click here  Teachers click here

6. Once the page finishes loading it will display a “Compliance Notice”, read through this. If you accept the websites conditions you will click the ‘Accept’ button at the bottom of the page. If you don’t agree with their conditions, you need to choose ‘Decline’. If you decline, you will not be able to make a booking.

Interview Bookings

Compliance Notice

You are now exiting the school's network
You have now left the security of the school's network and are no longer covered by the school’s privacy policy. This SOBS application and website is owned and operated by Focus Computing Pty Ltd and any information you provide will be covered by their privacy policy.

Privacy Policy of Focus Computing

The privacy policy of Focus Computing Pty Ltd ensures that:

- No personal information is provided to any other organisation unless the company is legally bound to do so, as may be required by an authorised government agency.
- All staff and contractors of Focus Computing agree to operate according to this privacy policy.
- All care is taken to ensure personal information is protected through standard security practices and policies.

Accept  Decline

7. If you chose ‘Accept’ you will be navigated to a page which looks like this

Interview Bookings

Parent access

Email: 
For example john.smith@gmail.com
This email will be your login identifier each time you revisit this site

8. On this page, you need to type in your email address to start your booking. Use the same email each time you visit SOBS to make a booking; it’s your unique identifier and is required to continue.
9. Once you have typed in your email address, click ‘Next’.

10. On the next page you can enter some further details; these fields are optional but make identifying your booking much easier. Once you have finished on this page, click next.

11. On the next page you will need to enter your child’s name and select their year level. Once you have done this, click next.
12. On this page you are able to book interviews. Click ‘Book Interviews’ for the relevant year level and school.

13. On the next screen you will see the available time slots, choose one by clicking in the green area.
14. Once you have clicked on a time slot it will go red. If you need to change it click on the red area for that booking.
15. Click ‘Save’.