MacKillop Catholic College:
Parent / Teacher Booking System
Instructions

Step 1
Go to the MacKillop Catholic College website by typing the address into your web browser:

http://www.mackillop.tas.edu.au/

Step 2
Click on the “Parent Access” button on the toolbar at the top of the page.

Step 3
You will arrive at the School Online Booking System (SOBS) page.
You can perform a search for “MacKillop” to find our school.
Step 4
Two schools should appear. Select the school named “MacKillop Catholic College” located in Mornington, TAS 7018.

Step 5
The next screen will ask you what kind of access you require. Select “Parents click here”

Step 6
Next you will need to enter your email address. Please check it carefully as it will be used to identify you if you need to log on again later.

Step 7
Next you will need to enter your name and a contact phone number.
Step 8
Next you will need to enter the name of the child you are booking interviews for and the relevant year level.
(You can add a second child later).

Step 9
Now your information is entered you can book your interview times by clicking on the “Book Interviews” button.

Step 10
On this screen you can select all the teachers with whom you wish to book an interview by ticking the box next to their name. Once completed click on “Next”.

IMPORTANT NOTE:
For Parent /Teacher / Student Goal Setting Conferences at the beginning of the school year only Home Room teachers will be available. These bookings will be 15 minutes. Please select only your child’s Home Room teacher and no others. Thank you.
Step 11
On this screen you can select the time slot you would like for each teacher. Once selected the slot will change from green to pink.

Step 12
Once you have selected a time slot for each teacher, hit “Save”.
If you want a longer interview, hit the appropriate button for the desired teacher.

Step 13
To add a second child hit the “Add Child” button and repeat the booking process.