



RANGEVILLE STATE SCHOOL

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Learning, Achieving and Growing every day

sobs

@ Rangeville State School

Instructions for Parents/Carers

SOBS – School Online Booking System – allows Rangeville State School to run various parent bookable functions. As a parent/carer you have been invited to book a *'Term 3 2025 Parent Teacher Interview'* with your child's teacher. The Parent/Teacher Interviews will be held in the **W Block Assembly Hall on Tuesday 9 September from 3:05pm – 7:00pm.**

Booking a Meeting

1. Booking with SOBS is a straightforward and user-friendly process. The booking round will open today Tuesday 2 September at 5:00pm.
2. To begin, please click the following link: <https://eq.sobs.com.au/pt3/parent.php?schoolid=70862>
3. Click on the button **Make a Booking.**
4. Enter your **email address.**
5. Create a **password** for your account. This password can be any length. Valid characters you can include are:
a-z A-Z 0-9 . , ? - _ \$ * () # @ ! % /
6. Enter your **First name**, **Surname** and **Mobile number.**
7. Click on **Add a student.**
8. Enter your child's **First name**, **Surname** and select the **Year Level.** Click **Save.**
9. Check that the Parent/Guardian and Students details are correct. Edit if required.
10. Click on **Term 3 2025 Parent Teacher Interviews.**
11. Select the **Teacher's name** and click **Next.**
12. Select a **time** for your Parent/Teacher Interview and click **Save.**
13. **Email** or **Print** your booking for your Parent/Teacher Interview. If you wish you can click on Download booking to your calendar to add this meeting to your calendar.
14. If you need to cancel your booking, click on the 3 lines on the right-hand side of the date and time of the meeting and select **Delete this booking and notify the staff member.**