

Keith Area School Conference booking information

Keith Area School uses the SOBS (Online Booking System) to book all conferences and interviews.

The following instructions can be used for any conference F-12. In the lead up to conferences, different rounds will appear in SOBS. Select the conferences based on the year level your child is in and then book the day and time you would prefer.

Steps to booking a conference

1. On the internet type in the following URL: **bit.ly/aabbcc3**, specifically this address only, no 'www'!
2. At the parent login screen you will be asked for your email address and asked to create a password (first time users).
For parents who have used this system before, enter email addresses and password.
If you have forgotten the password you will have an option to correct this.
3. There will be a sequence of screens where you will be asked for specific details for setting up conferences.
For F-7 conferences, you will be able to book a time with the classroom teacher or the NIT teacher
For 8-12 conferences, you will be able to book a time for each subject teacher
4. For all conferences running for more than one evening, you will be able to select the day you would like to book the conference times for as well. Times are set out in 15 minute periods, and as they fill up, times unavailable will be indicated.
5. Please note that conference letters that are sent home for each round of conferences will indicate when bookings open and close. Please make sure you are aware of these time frames when booking, so that you are not locked out of the booking process.