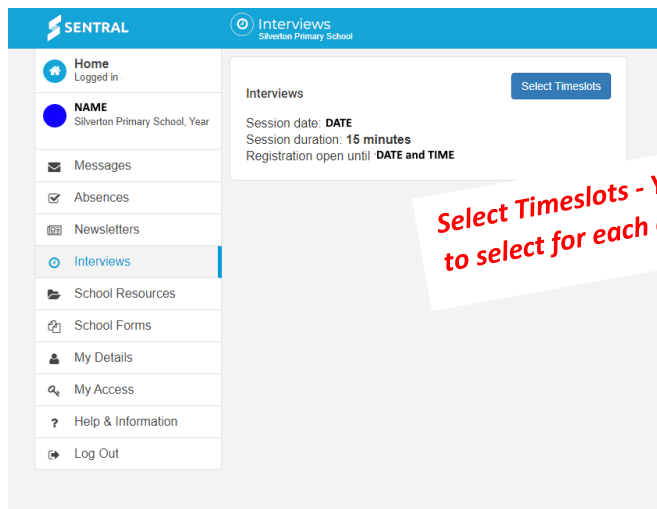


How to book your “Student Led Conference”

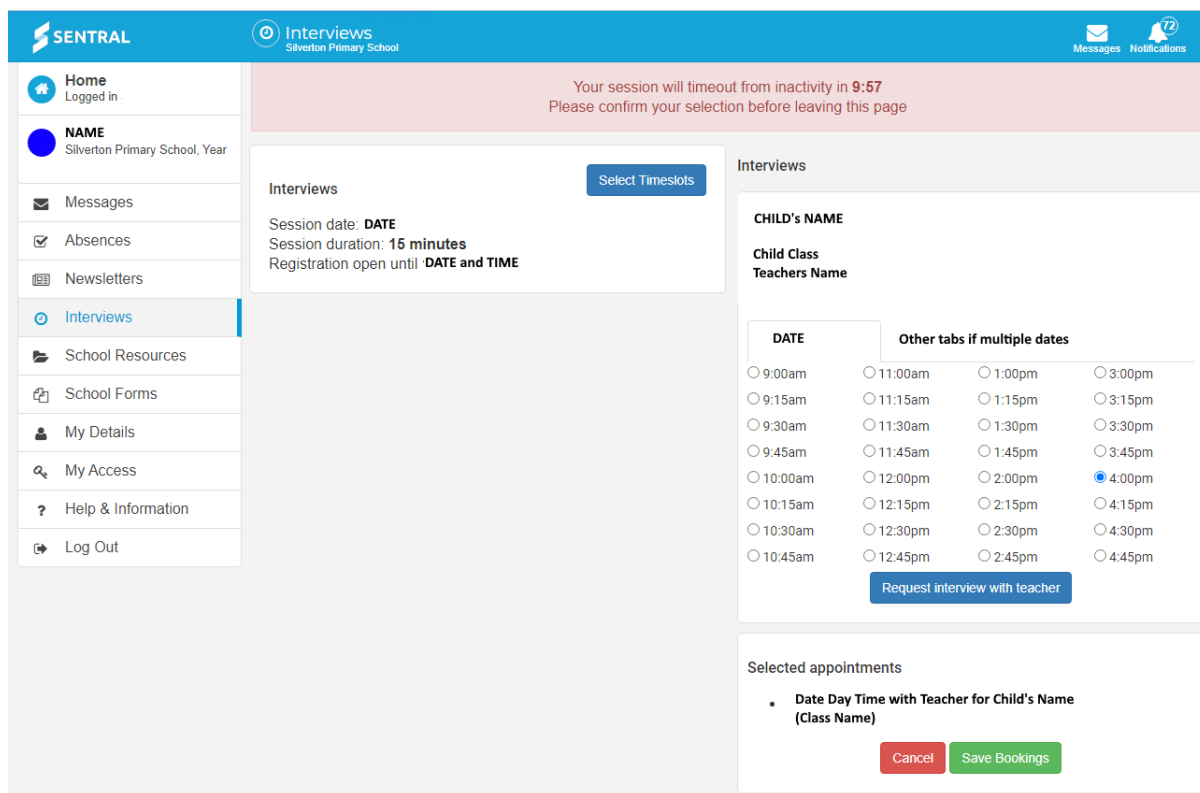
Book from Sentral Parent Portal

Login into Sentral Parent Portal and select **Interviews**

<https://silvertonps.sentral.com.au/portal2/#!/login>



Select the **timeslot** you would like (if you have more than one child they need to be to be booked individually), click **Save Bookings**



Your interview time will be displayed.

Interviews

Select Timeslots

Session date: **DATE**

Session duration: **15 minutes**

Registration open until **DATE and TIME**

Scheduled Appointments:

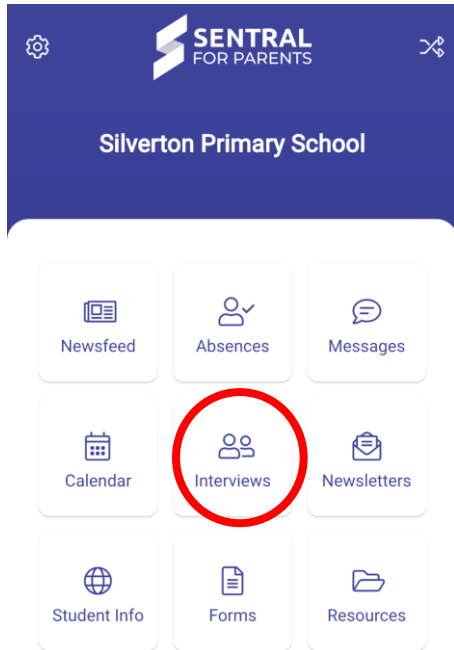
Date Day Time with Teacher for Child's Name
(Class Name)

If you need to edit your booking, click ***Edit Bookings*** or **Select Timeslot**.

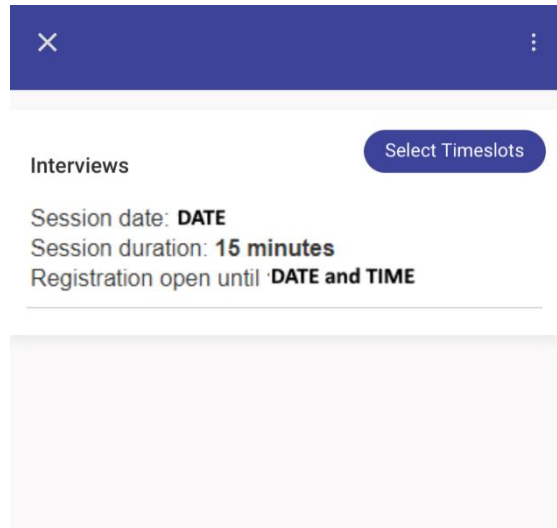
NB: Please ensure you make a booking for each of your children.

Book from Sentral Parent App

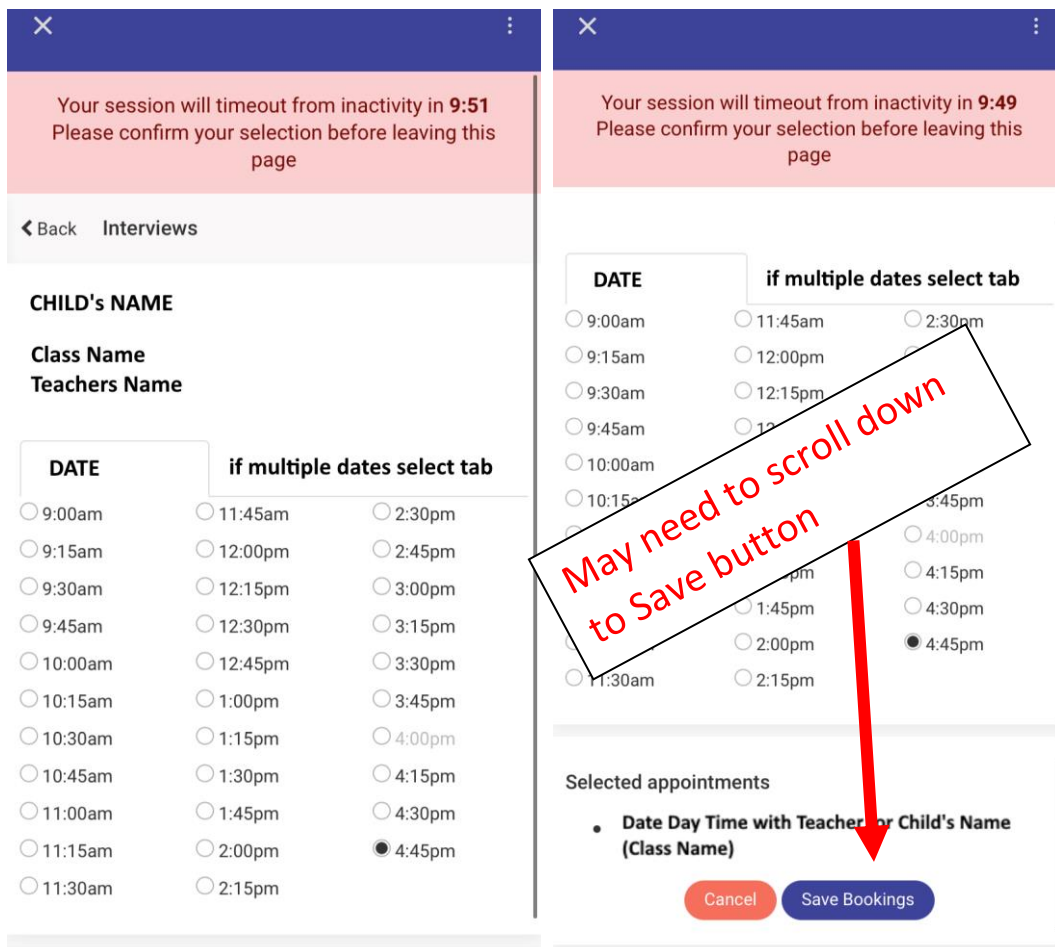
Open the App and go to **Interviews**



Select your child and Select Timeslot



Select the time and Save Booking. **NOTE: if several dates available, select tabs.**





Interviews

Select Timeslots

Session date: **DATE**

Session duration: **15 minutes**

Registration open until **DATE and TIME**

Scheduled Appointments:

- **Date Day Time with Teacher for Child's Name
(Class Name)**

Confirmation Email

From: admin@silverton-ps.vic.edu.au <admin@silverton-ps.vic.edu.au>

Sent: on the day you booked

To: Parent Email<parent@email.com.au>

Subject: Interviews

Dear Parent or Guardian,

Your booking for Interviews at Silverton Primary School has now been confirmed. Please find below a copy of the details for your reference. We look forward to seeing you there.

Parent Teacher Night Details

Dates:

A copy of your schedule in order of appointments is below:

Date	Time	Child	Class	Teacher
DATE	4:45pm	Student NAME	Literacy	NAME

For your convenience, a copy of your schedule is attached in iCal format for you to add to your calendar.

Silverton Primary School

77 -123 Jacksons Road

Noble Park North

Phone: 03 9795 5033 | Fax: 03 9795 7163 | Email: silverton.ps@edumail.vic.gov.au