Overview – Booking through Compass On-Line

How to make a conference booking. The Conference will allow bookings when it is set as 'Open' for parents of all students enrolled in event and you will have a notification on the Compass dashboard advising that a conference cycle is open to make bookings.

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Example Only

Parent Student Teacher Conference 2021 Parent Teacher Interviews Click here for booking

Making a booking

The user can click the notification to proceed to make a booking. You will be taken into the booking conferences. Please select 'Start Booking Now' or 'Show me How to Book' to proceed'.

Interim Report #2 Par	rent Teacher Conferen	ces					🛃 Print Preview	Information	ation/Help
Wednesday, May 8									
03:45 PM	03:55 PM	04:05 PM		04:15 PM	04:25 PM	04:35 PM			
04:45 PM	04:55 PM	05:05 PM		05:15 PM	05:25 PM	05:35 PM			
05:45 PM	05:55 PM	06:05 PM		06:15 PM	06:25 PM				
Thursday, May 9									
03:45 PM	03:55 PM	04:05 PM		Welcome		4:35 PM			
04:45 PM	04:55 PM	05:05 PM	W Dear Parents,	elcome to Interim Report #2 Parent Tea	cher Conferences	5:35 PM			
05:45 PM	05:55 PM	06:05 PM		leport #2 Parent Teacher Conferences. ke bookings with your child's teachers to disc	cuss their progress to date.		Not available fo Meal Break	r booking	
06:45 Not available for booking PM Meal Break	06:55 Not available for booking PM Meal Break	07:05 PM	Parent Teacher conference school and home.	es are a key aspect of maintaining supportiv	e communication for your child between	7:35 PM			
07:45 PM	07:55 PM	08:05 PM	Light refreshments will be Kind regards,	e provided.					
			Albus Dorely Principal						
				Start Booking Now Show me H	How to Book				

Please note the following points:

• If you encounter any problems using Compass, please contact the school office by phone on 3869 7222. If bookings need to be made through the school office you will need to supply your student's name, the subject and teacher(s) you would like to see.

Any feedback you may wish to provide about the use of this on-line booking system is most welcome.

iOS / Apple Devices

In order to book in with the teachers at your student's school for Conferences using the Compass app on an iOS / Apple device you will first need to login using your parent login credentials.

From the 'Home' page you may see a Dashboard notification letting you know that Conferences are open for booking. Select 'Click here for booking' to be taken to the main Conferences page. You can also access Conference booking by clicking the 'More' menu in the navigation bar along the bottom of the screen, and then selecting 'Conferences' from the menu tiles.

Home More Select your child to view their profile <	No SIM 🗢 4::	32 pm	No SIM 🗢	4:32	pm
Select your child to view their profile Imagic High School Imagic High Sc	н	ome		Mo	ore
Isabelle Image: Stabelle	Select your child to view th	neir profile			
(1) Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information (2) Parent Student Teacher Conference You have open conference cycle(s). Click here for booking (3) Settings (4) Saved (5) Settings (6) Photo Ordering	Isabelle				
contributions? Click here for more information Image: Conference You have open conference cycle(s). Click here for booking Image: Conference You have open conference cycle(s). Click here for booking Image: Conference Image: Conference <td>Did you know that paymen</td> <td></td> <td></td> <td></td> <td></td>	Did you know that paymen				
You have open conference cycle(s). Click here for booking Latest news Image: Click here for booking View all Saved Image: Click here for booking Image: Click here for booking	contributions?			ce	_
View all Saved	You have open conference		Open in	Switch	Help
			Sett	ings	~
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This will take you to the main Conferences page, where you can see all Conference cycles made available to you for booking. To start the booking process, click on the conference cycle you'd like to book for.

Term 3 Confere	nces	
ast two weeks of term	e now open! Conferences will be held in the in the Gym. Please contact the office if you re arrangements with your teachers.	>
Term 1 Confere	nces	
	I be held in individual classrooms. Please a need any assistance with your bookings.	>

Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue.

If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen