



Booking Uniform Fitting Appointments

1. Go to the Macquarie College Interview Booking System either by using the **Book Interviews** button on the Macquarie College website or by browsing to <http://interview.macquariecollege.nsw.edu.au>.
2. Click on the **Parent Access** link from the left hand menu.
3. Enter your **email address**. Click **next**.

The screenshot shows the 'MC Bookings' interface. On the left is a 'Main menu' with links for 'Change schools', 'Staff login', 'Parent access', and 'Logoff'. The main content area is titled 'Bookings' and contains a 'Parent access' form. The form has a field for 'Email:' with the value 'john.smith@gmail.com' entered. Below the field is a note: 'For example: john.smith@gmail.com This email will be your login identifier each time you revisit this site'. There are 'Next' and 'Cancel' buttons at the bottom of the form. The footer of the page reads '© 2008-2013 by Focus Computing 2.2e'.

4. Enter your **full name** and a **contact** number in case we have to contact you regarding your appointment(s). Click **next**.

This screenshot shows the same 'MC Bookings' interface as the previous one, but the 'Parent access' form is now filled out with more information. The 'Name:' field contains 'John Smith' with a note below it: '[Optional] Enter your first name and surname, for example: John Smith'. The 'Contact:' field contains '0412 111 999' with a note below it: '[Optional] Enter a contact phone number'. The 'Next' and 'Cancel' buttons are still present at the bottom of the form. The footer remains '© 2008-2013 by Focus Computing 2.2e'.

5. Enter your child's **full name** and select from the Child's Year Level Click **next**.

The screenshot shows the 'MC Bookings' interface for Macquarie College. On the left is a sidebar with a 'Main menu' containing 'Change schools', 'Staff login', 'Parent access', and 'Logoff', and a 'Contact us' section with a 'Contact us' link. The main content area is titled 'Bookings' and shows the parent's details: 'john.smith@gmail.com', 'John Smith', and '0412 111 999'. Below this is the 'Student registration' form. It has two input fields: 'Child's first name' with 'Roberta' entered and 'Child's surname' with 'Smith' entered. There are radio buttons for 'Child's year level' from 'Enrolment' to 'Yr12'. 'Next' and 'Cancel' buttons are at the bottom.

6. Click the relevant **Book Uniform Fitting** button listed next to your child's name to book your appointment.

The screenshot shows the 'MC Bookings' interface. The sidebar is the same as in the previous screenshot. The main content area is titled 'Bookings' and shows the parent's details. Below this is a table of bookings for the student 'Roberta Smith'. The table has columns for 'Name', 'Year level', and 'Dates'. There are three rows of bookings, each with a 'Book Uniform Fitting' button. The first row is for 'Kindy 2018 Uniform Fittings' (07-11-2017 - 16-11-2017). The second row is for 'Year 7 2018 Uniform Fittings' (14-11-2017 - 23-11-2017). The third row is for 'New Student (Y1-Y11) 2018 Uniform Fittings' (28-11-2017 - 30-11-2017). There is also a 'Delete' link and an 'Add child' button at the bottom.

Name	Year level	Dates	Action
Roberta Smith	Enrolment	Kindy 2018 Uniform Fittings 07-11-2017 - 16-11-2017	Book Uniform Fitting
		Year 7 2018 Uniform Fittings 14-11-2017 - 23-11-2017	Book Uniform Fitting
		New Student (Y1-Y11) 2018 Uniform Fittings 28-11-2017 - 30-11-2017	Book Uniform Fitting

7. Select an **available slot** from those listed.

- The green slots are available.
- The grey slots are unavailable.

As you click a slot it will turn pink and your child's name will appear in the slot. You will only be able to book one slot per student. To unselect a slot click on that time slot again.

Once you have selected your appointment slot click the **Save** button.

MC Bookings **Macquarie College**

Bookings

Parent: john.smith@gmail.com Edit
 John Smith
 0412 111 999

Students: Roberta Smith
 Year 7 2018 Uniform Fittings

Calendar: **Select a time slot for Roberta Smith** Save

Year 7 2018 Uniform Fittings

Tuesday, 14-Nov-2017

03:30pm	Unavailable
04:00pm	Unavailable
04:30pm	Unavailable
05:00pm	1 available
05:30pm	2 available

If you have more than one child to book appointments for you can click the **Add Child** button and repeat the above steps.

Once all of your appointment times have been selected, you have the option of **emailing** or **printing** your appointment booking times (If you select the email option the schedule is sent to the email address you initially entered).

You can return at any time and make changes until the closing date.

MC Bookings **Macquarie College**

Bookings

Parent: john.smith@gmail.com Edit
 John Smith
 0412 111 999

Students:

Name	Year level	Dates	Email Schedule	Print Schedule
Roberta Smith	Enrolment	Kindy 2018 Uniform Fittings 07-11-2017 - 16-11-2017	<input type="button" value="Book Uniform Fitting"/>	
		Year 7 2018 Uniform Fittings 14-11-2017 - 23-11-2017	Uniform Fitting: 1 <input type="button" value="Adjust Uniform Fitting"/>	
		New Student (Y1-Y11) 2018 Uniform Fittings 28-11-2017 - 30-11-2017	<input type="button" value="Book Uniform Fitting"/>	