SPRM
Instructions for indicating your Availability

To book your interview, instructions are provided below.


2. If you are available at any time during the event you do not need to do make any changes at this screen. If not please click on **Change** and indicate your availability. Then click on the **Request Interview** Tab on the top tab as shown below.
3. Now on the Request Interview Page, you will see your child’s subject teachers listed on the left side (Available Teacher’s List). If you hold the cursor over each teacher’s name in turn you will see what subject they teach.

![Available Teacher’s List]

4. Please select the teacher you wish to meet on the day by clicking on the name— it will move to the right side list “Teachers you want to see”. See screen print below. It is important to choose the teachers in order of preference if possible.

![Teachers you want to see]

Once you have selected all the teachers that you wish to see you are able to sort them by preference order, the top being the one you want to see most. To do this drag the teachers name, by clicking on it, and moving it up or down the list).

5. Once you have finished logout to complete the session.

Please note that the booking system will close at 3:00 pm on 6th June. It will re-open on 12th June

Note : Please log in to the system after 12th June and print out your schedule

If you have any technical issues or queries when you have logged in, please contact the Office on 9498 3722 ext 104 or email julie.hughes3@det.nsw.edu.au.