



# Hamilton Boys' High School

## Making Bookings for Report Evening on [www.parentinterviews.co.nz](http://www.parentinterviews.co.nz)

The **Year 9 to 13 Report Evening** is being held on Thursday, 23 July between 3.00pm and 7.00pm. Teachers will be in Gymnasium 1.

**Appointments can be made for the upcoming Report Evening until 12 noon on Thursday, 23 July.**

The instructions below guide you through the process of booking on-line interview slots with your son's teachers.

1. Go to the Parent Interviews web site <http://www.parentinterviews.co.nz/>. There is a link to this on the home page of the school website.
2. Click the **"Book my Interviews"** button.
3. Enter the event code **FQKXRBLH** and then click **"Start my Booking"**.
4. You will then enter your contact details (name, email address, and telephone number).
5. Enter how many students you want to book interviews for and enter their names. Click **'Get Started'**
6. Click the tick boxes next to the teachers that you want to make appointments with. Then click the **"Choose times"** button at the bottom of the screen.
7. Book time slots for each teacher and confirm.
8. Clicking on the **"My timetable"** button at the top of the display will allow you to view and print a timetable of the interviews you have booked.
9. After you have logged out you will receive an email. Please keep this email. It has an internet link that will enable you to access and amend the details of your appointments.
10. If you have problems, please contact our Parent Interviews Administrator Janelle Cullen-Wright at [jcullen@hbhs.school.nz](mailto:jcullen@hbhs.school.nz) or on (07) 8530440 for support.

We look forward to meeting you at the upcoming Report Evening.

**HBHS Curriculum Team**