

UNIFORM FITTING APPOINTMENTS

Appointments can be booked for November 2017 using the link to the online booking system on the school website.

To book a uniform fitting:

1. Visit our College website at www.princeofpeace.qld.edu.au.
2. Click on **Supporting You**, and then the **College Uniform Page**.
3. Click on the link in the **Back to School Fitting Appointments** section. This will send you to the online booking system to access SOBS (Multi-School Online Booking System).
4. Choose **Parent Teacher Interview Bookings** (we are using this system for Fitting Appointments)
5. **School Selection**: Enter key search words eg: "Prince of Peace" or "Everton Park" to access our College schedule.
6. **Parent Access** - Enter your details as prompted.
7. **Bookings** - Once logged in and your student name is listed, please use the up arrow to change the student year level to "Uniform Shop" (listed above Year 12), then choose "Book Appointments" (the box to the right).
8. **Select Uniform Teacher** – Important: Click on Uniform Shop box before going to next screen.
9. A list of all available dates and appointments (in green) will be shown. If not, you have missed the previous step and need to log in again. Click on the appointment time you want (your child's name will appear). Note: To change your appointment, click on the appointment space with your child's name (it will change back to green), then select a new appointment time. You can also do this on a later date by logging back in.
10. To Finish - Scroll to the top of the page to **Save** and **Email Schedule** to send yourself a confirmation email.

NOTE:

- Fittings are 20 mins for 1-2 students, and provide personal service in a quiet shop. Children must be present to try on uniforms. If your children are not present, please utilise the General Shop Opening times for self service.
- All end of year purchases: Please keep your receipt and do not wash or label items until January. Try items on again in January for fit and if another size is required please return items in shop condition with your receipt and we will exchange for you.