

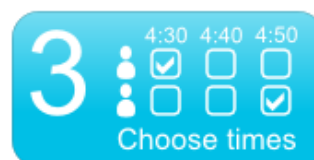
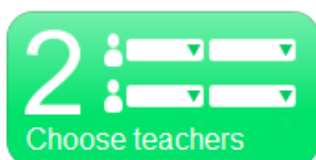

Secondary laptop collection bookings

Dear Families,

In order to collect your laptop at the 2018 Drop-in Day, you will need to make an appointment using our online booking provider. Appointments are set out in 10 minute blocks and each block will have several booking slots available. You will need to allow between 15 – 30 minutes to complete the whole computer set up on the day.

To book your laptop collection appointment please follow these steps:

1. **Enter the code:** Go to www.schoolinterviews.com.au and enter this event code:



Complete the required details:

2. **Click 'finish' and check for a confirmation email.** When you click finish, your interview time will be emailed to you automatically. Check your Junk email folder if you do not receive your email immediately.

Bookings are now open and close Tuesday, January 16, 2018

If you are unable to secure a booking using the online process, please phone Administration on 07 3380 5800 to ask for support with Laptop Appointment bookings. Our reception staff will be able to facilitate this process for you. You can return to the website at any time to change your interviews until bookings close.

On Drop-in Day, if you have not previously completed a Student Technology Loan Agreement, this will need to be returned while collecting your laptop. Please proceed to the counter located at the top of F-Block (Rooms F4-F6), wait to collect your device and proceed downstairs to the E-Block Library to complete your device setup.

We look forward to seeing you on Thursday, January 18 as you begin the 2018 school year.

Sincerely,

Scott Willett
IT Manager