Eastern Ranges School
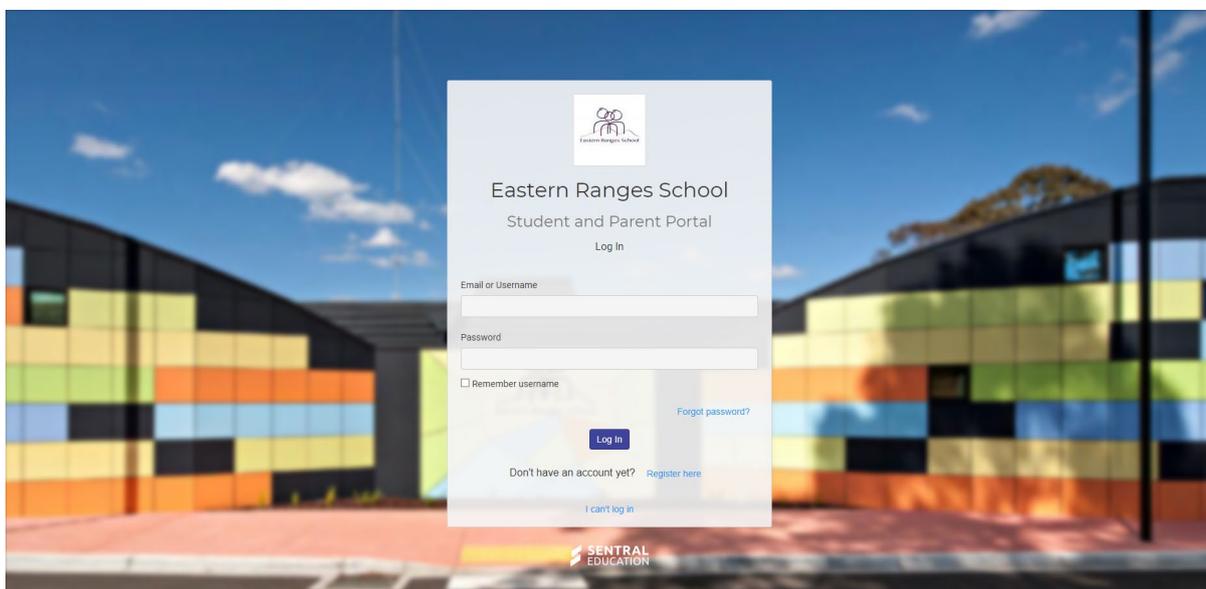
Booking SSG Meetings in Sentral

8 March 2024
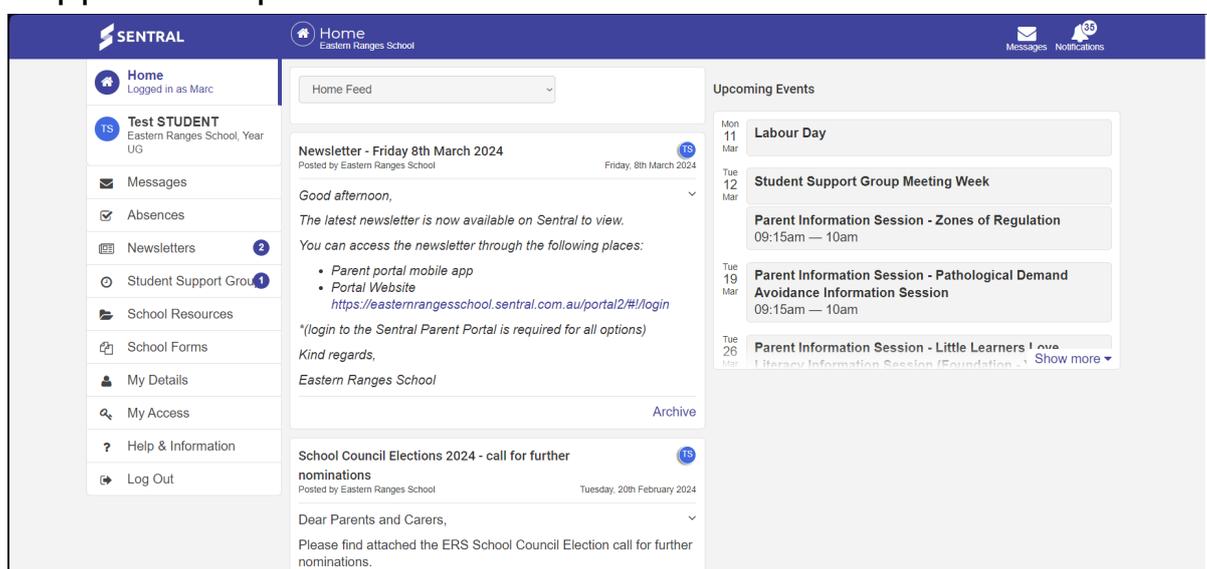
Booking SSG Meetings

1. Go to Sentral Parent Portal for Eastern Ranges School.
   https://easternrangesschool.sentral.com.au/portal2/#!/login

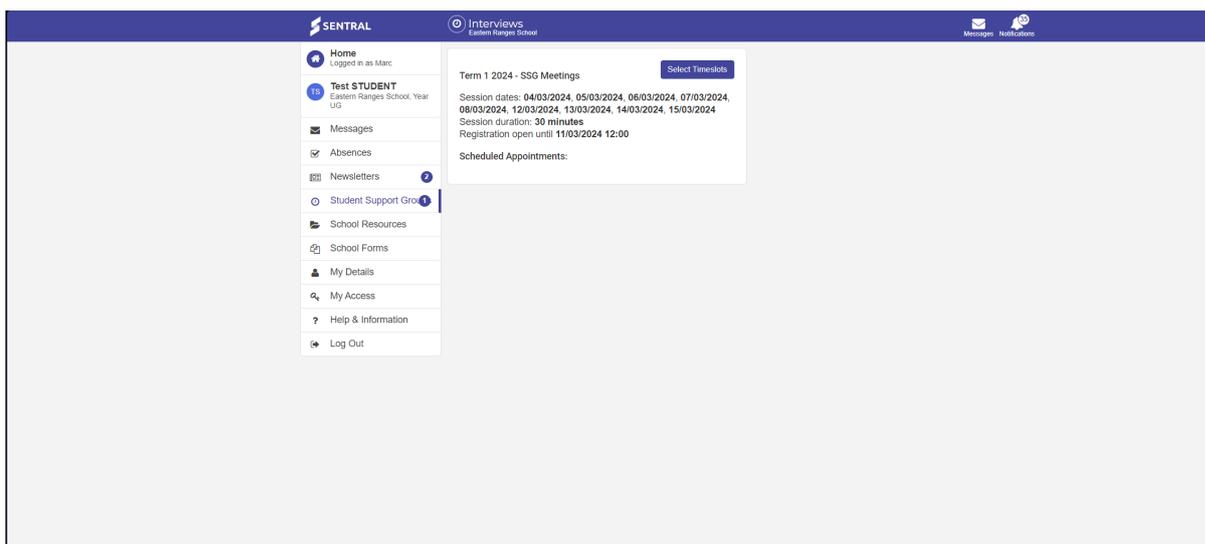2. Once you've signed in navigate to the tab that says Student Support Groups
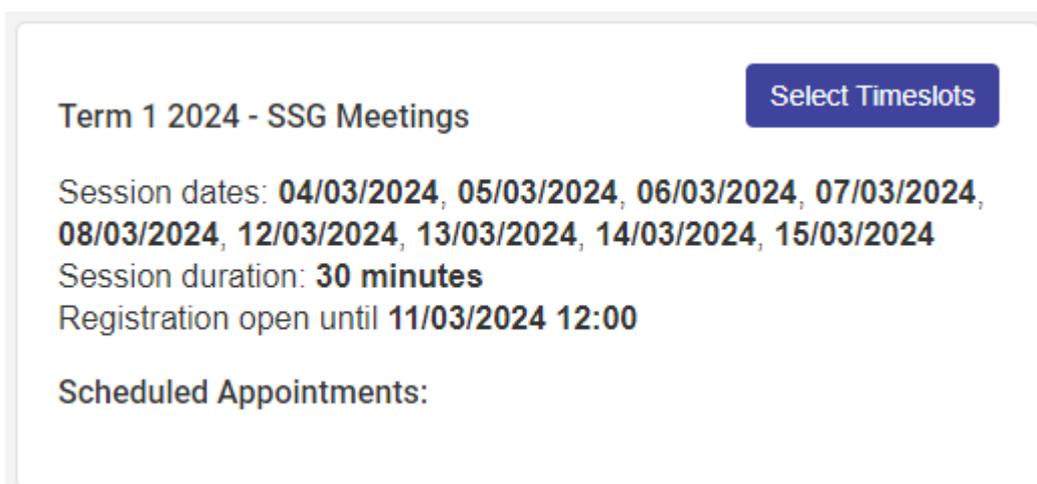
Booking SSG Meetings

Home
Logged in as Marc

Test STUDENT
Eastern Ranges School, Year UG

- Messages
- Absences
- Newsletters **2**
- Student Support Groups **1**
- School Resources
- School Forms
- My Details
- My Access
- Help & Information
- Log Out

3. On the Student Support Groups page all upcoming meetings or appointments will be listed.
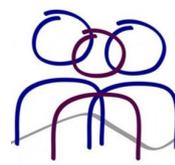
Booking SSG Meetings

4. Find the upcoming meeting that you would like to book for and click the **Select Timeslots** button.

5. Upon clicking the button dates and times that are available for booking will be listed on the right.

Booking SSG Meetings

Booking SSG Meetings

Eastern Ranges School

Term 1 2024 - SSG Meetings

Test STUDENT

EXT
Staff Member

04/03/2024 Mon	05/03/2024 Tue	06/03/2024 Wed
07/03/2024 Thu	08/03/2024 Fri	12/03/2024 Tue
13/03/2024 Wed	14/03/2024 Thu	15/03/2024 Fri

- ○ 8:00am
- ○ 8:30am
- ○ 9:00am
- ○ 9:30am
- ○ 10:00am
- ○ 10:30am
- ○ 11:00am
- ○ 11:30am
- ○ 12:00pm
- ○ 12:30pm
- ○ 1:00pm
- ○ 1:30pm
- ○ 2:00pm
- ○ 2:30pm
- ○ 3:00pm
- ○ 3:30pm
- ○ 4:00pm

Not Attending   **Request SSG**

Selected appointments

Cancel   **Save Bookings**

6. Once you have looked through the available dates and times select one that is suitable for your schedule.

Booking SSG Meetings

Eastern Ranges School

Term 1 2024 - SSG Meetings

Test STUDENT

EXT
Staff Member

04/03/2024 Mon	05/03/2024 Tue	06/03/2024 Wed
07/03/2024 Thu	08/03/2024 Fri	12/03/2024 Tue
13/03/2024 Wed	**14/03/2024 Thu**	15/03/2024 Fri

- ○ 8:00am
- ○ 8:30am
- ○ 9:00am
- ○ 9:30am
- ○ 10:00am
- ○ 10:30am
- ○ 11:00am
- ○ 11:30am
- ○ 12:00pm
- ○ 12:30pm
- ○ 1:00pm
- ○ 1:30pm
- ○ 2:00pm
- ○ 2:30pm
- ○ 3:00pm
- ⦿ 3:30pm
- ○ 4:00pm

[Not Attending] [Request SSG]

Selected appointments

- **14/03/2024 Thu 3:30pm** with Staff Member for Test STUDENT (EXT)

[Cancel] [Save Bookings]

7. After the time has been selected find the button that says **Save Bookings**. This will book the appointment for you at the time selected.

Eastern Ranges School

8. Within the listed meetings your locked in time will be recorded under **Scheduled Appointments**.
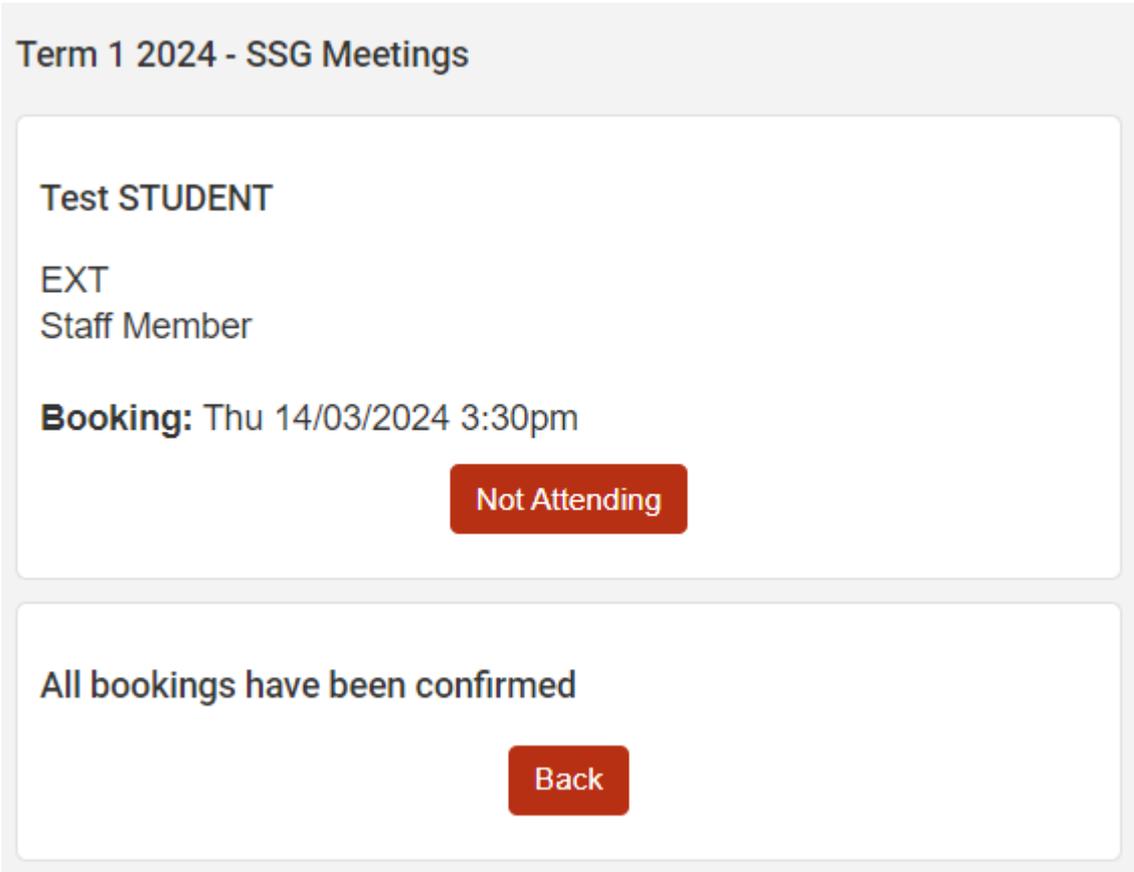

9. (Optional) If you would like to remove your selected appointment time click the **Select Timeslots** button.

Booking SSG Meetings

10. (Optional) Click **Not Attending** and then click **Back**.

11. (Optional) To change your selected appointment time review Steps 4 – 8 after Steps 9 – 10.