

Eastern Ranges School

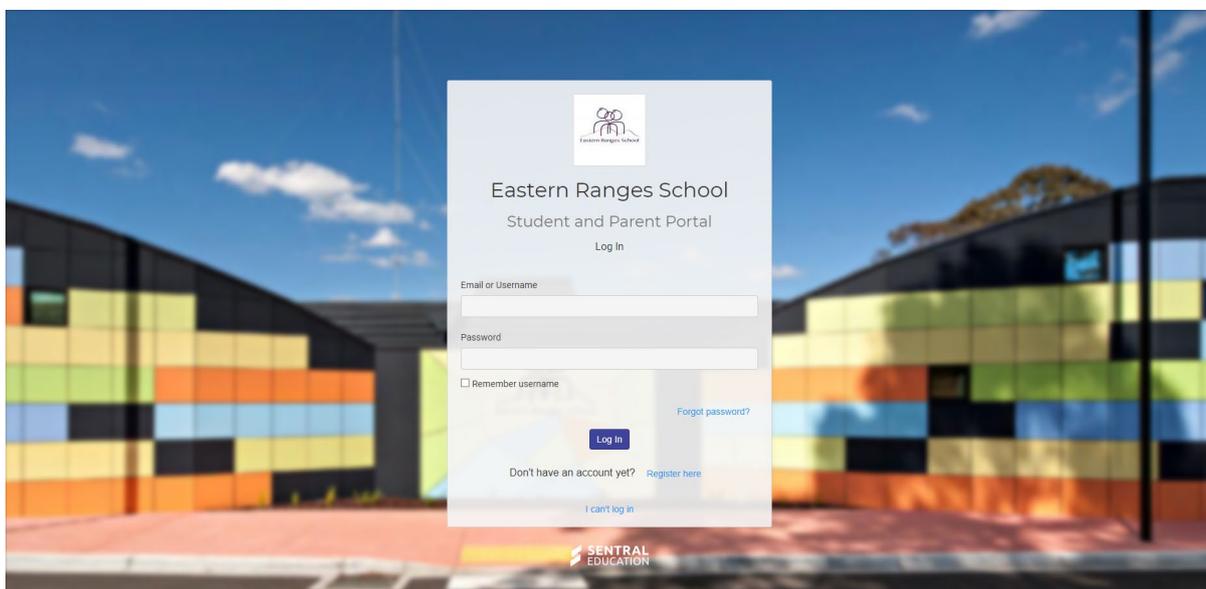
Booking SSG Meetings in Sentral

8 March 2024

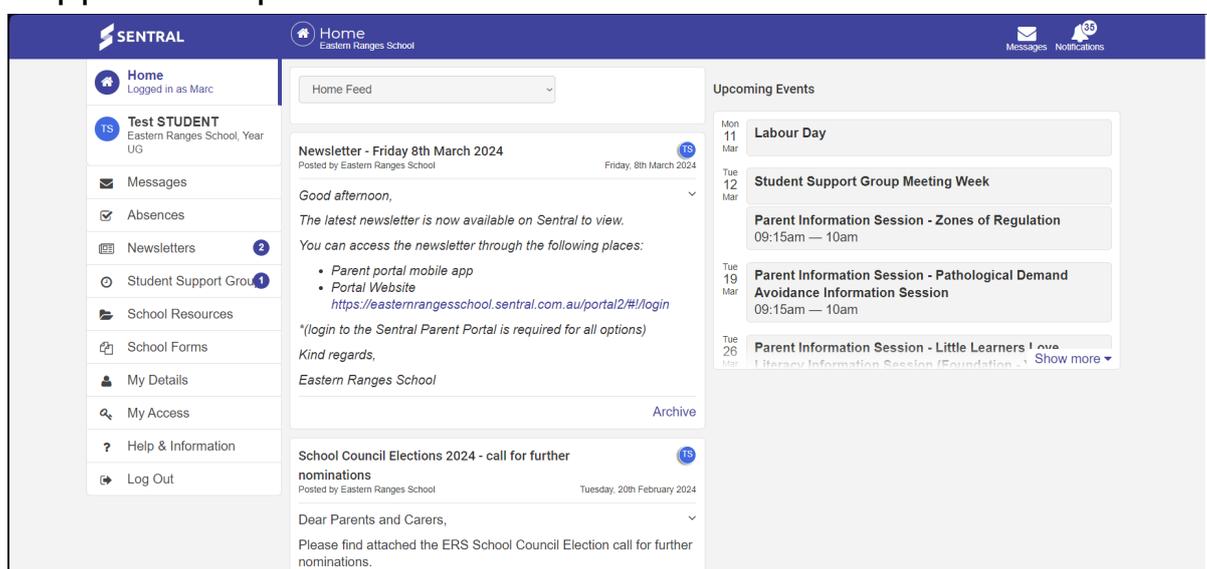
Booking SSG Meetings

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

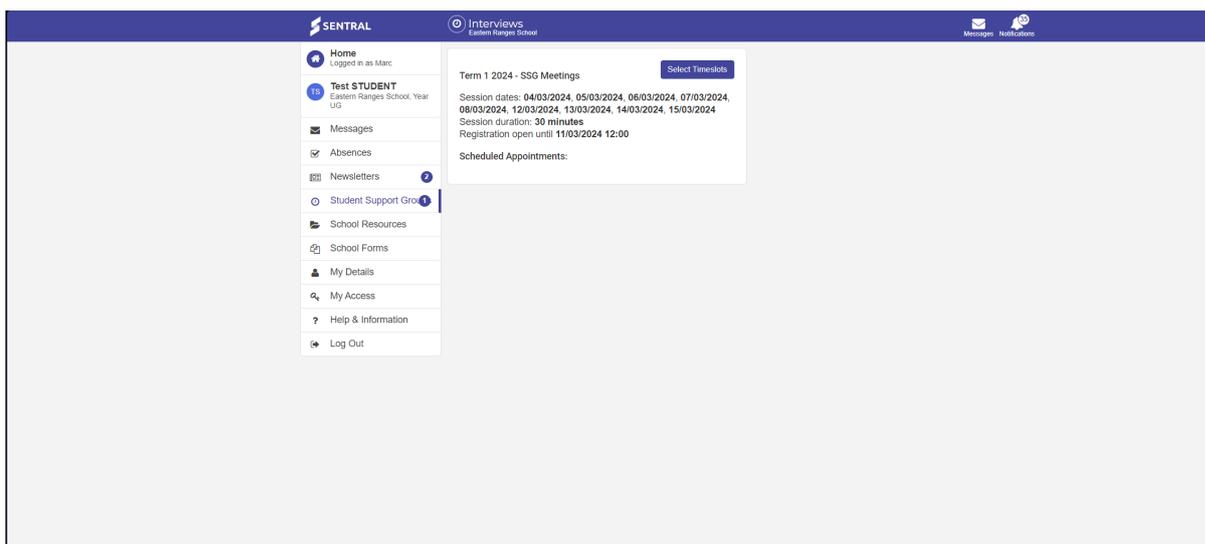


Booking SSG Meetings

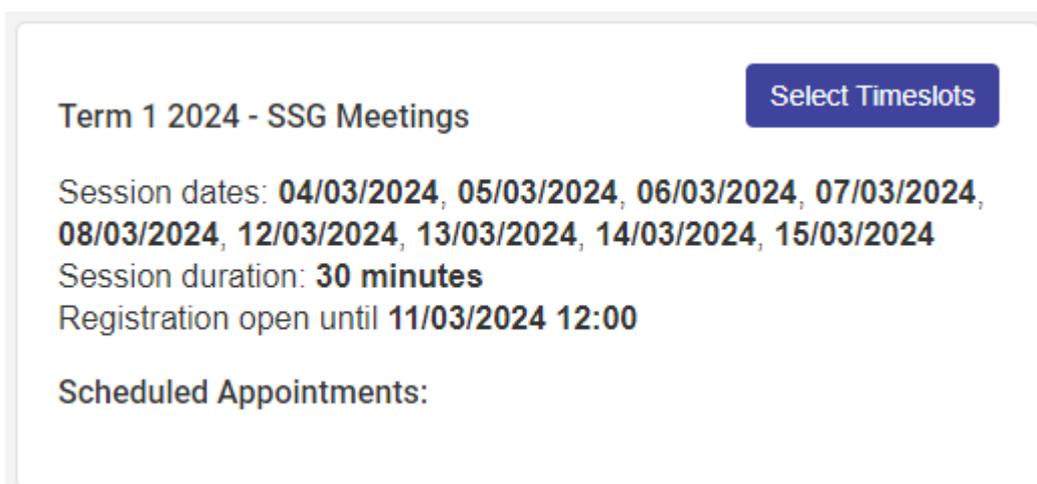
-  **Home**
Logged in as Marc
-  **Test STUDENT**
Eastern Ranges School, Year UG
-  Messages
-  Absences
-  Newsletters 2
-  Student Support Groups 1
-  School Resources
-  School Forms
-  My Details
-  My Access
-  Help & Information
-  Log Out

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

Booking SSG Meetings

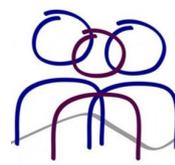


4. Find the upcoming meeting that you would like to book for and click the **Select Timeslots** button.



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

Booking SSG Meetings



SENTRAL Interviews Eastern Ranges School Messages Notifications

Your session will timeout from inactivity in 9:56
Please confirm your selection before leaving this page

Home Logged in as Marc

Test STUDENT Eastern Ranges School, Year UG

- Messages
- Absences
- Newsletters
- Student Support Gro
- School Resources
- School Forms
- My Details
- My Access
- Help & Information
- Log Out

Term 1 2024 - SSG Meetings

Session dates: 04/03/2024, 05/03/2024, 06/03/2024, 07/03/2024, 08/03/2024, 12/03/2024, 13/03/2024, 14/03/2024, 15/03/2024
Session duration: 30 minutes
Registration open until 11/03/2024 12:00

Scheduled Appointments:

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

Selected appointments

Booking SSG Meetings

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

<input type="radio"/> 8:00am	<input type="radio"/> 10:30am	<input type="radio"/> 1:00pm	<input type="radio"/> 3:30pm
<input type="radio"/> 8:30am	<input type="radio"/> 11:00am	<input type="radio"/> 1:30pm	<input type="radio"/> 4:00pm
<input type="radio"/> 9:00am	<input type="radio"/> 11:30am	<input type="radio"/> 2:00pm	
<input type="radio"/> 9:30am	<input type="radio"/> 12:00pm	<input type="radio"/> 2:30pm	
<input type="radio"/> 10:00am	<input type="radio"/> 12:30pm	<input type="radio"/> 3:00pm	

Selected appointments

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

Booking SSG Meetings

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

<input type="radio"/> 8:00am	<input type="radio"/> 10:30am	<input type="radio"/> 1:00pm	<input checked="" type="radio"/> 3:30pm
<input type="radio"/> 8:30am	<input type="radio"/> 11:00am	<input type="radio"/> 1:30pm	<input type="radio"/> 4:00pm
<input type="radio"/> 9:00am	<input type="radio"/> 11:30am	<input type="radio"/> 2:00pm	
<input type="radio"/> 9:30am	<input type="radio"/> 12:00pm	<input type="radio"/> 2:30pm	
<input type="radio"/> 10:00am	<input type="radio"/> 12:30pm	<input type="radio"/> 3:00pm	

Selected appointments

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

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.

Booking SSG Meetings

Selected appointments

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

Cancel

Save Bookings

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

Term 1 2024 - SSG Meetings

Select Timeslots

Session dates: **04/03/2024, 05/03/2024, 06/03/2024, 07/03/2024, 08/03/2024, 12/03/2024, 13/03/2024, 14/03/2024, 15/03/2024**

Session duration: **30 minutes**

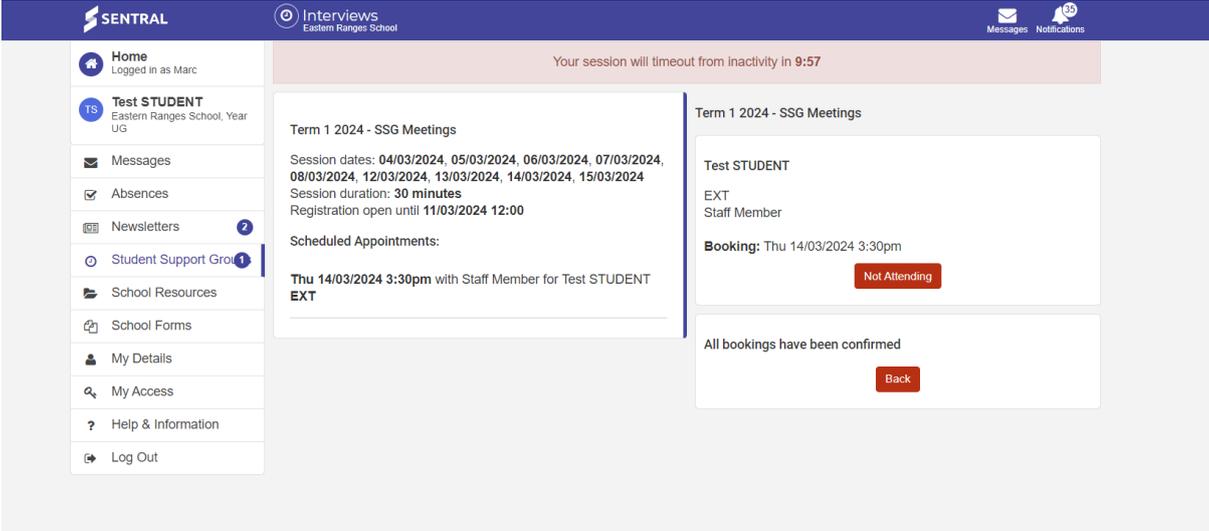
Registration open until **11/03/2024 12:00**

Scheduled Appointments:

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

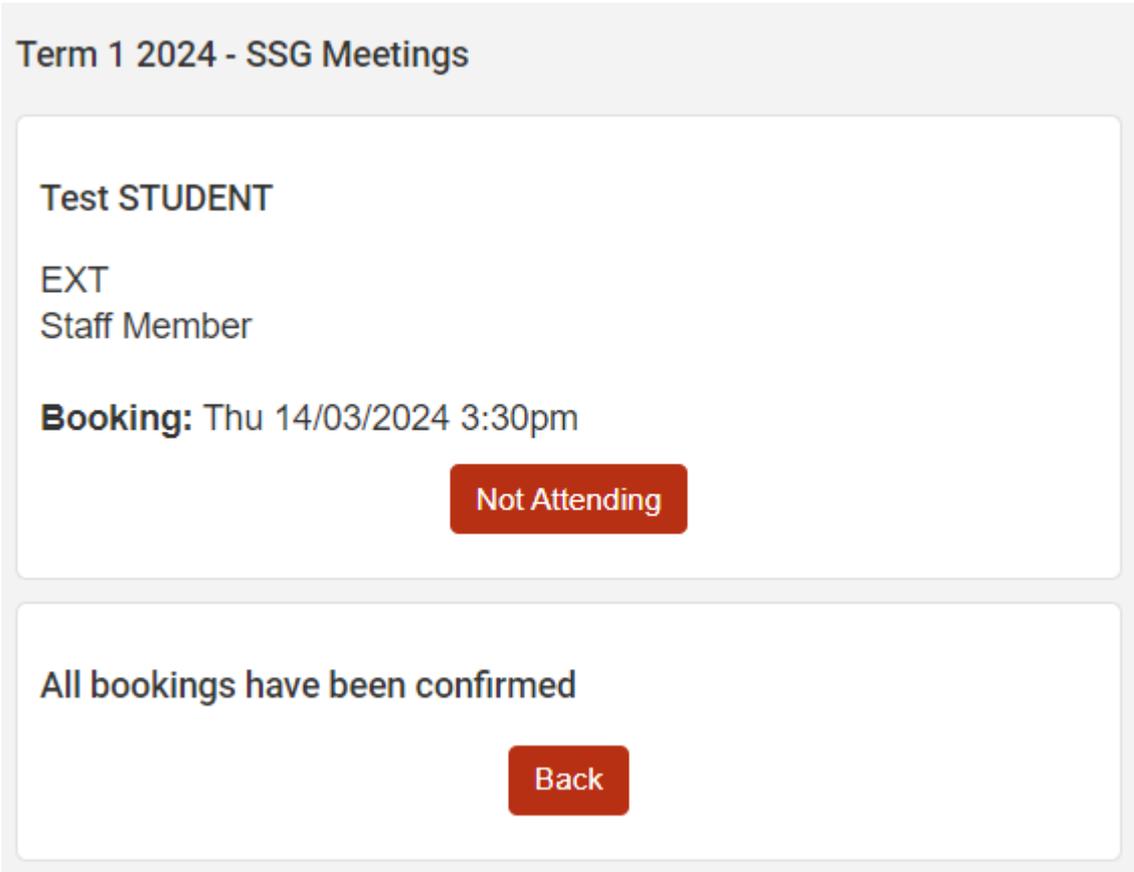
9. (Optional) If you would like to remove your selected appointment time click the **Select Timeslots** button.

Booking SSG Meetings



The screenshot shows the SENTRAL web application interface. The top navigation bar includes the SENTRAL logo, the user's name 'Marc', and a session timeout warning: 'Your session will timeout from inactivity in 9:57'. The left sidebar contains a menu with options: Home (Logged in as Marc), Test STUDENT (Eastern Ranges School, Year UG), Messages, Absences, Newsletters (2), Student Support Group (1), School Resources, School Forms, My Details, My Access, Help & Information, and Log Out. The main content area is titled 'Term 1 2024 - SSG Meetings' and displays session dates (04/03/2024 to 15/03/2024), duration (30 minutes), and registration deadline (11/03/2024 12:00). A 'Scheduled Appointments' section shows a booking for 'Thu 14/03/2024 3:30pm with Staff Member for Test STUDENT EXT'. A confirmation box on the right shows the booking details and a 'Not Attending' button. Below this, a message states 'All bookings have been confirmed' with a 'Back' button.

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



This image shows a close-up of the booking confirmation interface. The title is 'Term 1 2024 - SSG Meetings'. The user's name 'Test STUDENT' and role 'EXT Staff Member' are displayed. The booking details are 'Booking: Thu 14/03/2024 3:30pm'. A prominent red button labeled 'Not Attending' is centered below the booking details. Below this, a message states 'All bookings have been confirmed' with a red button labeled 'Back' centered below it.

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