How to Book Parent Teacher Interviews
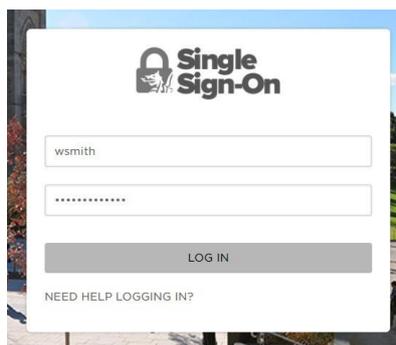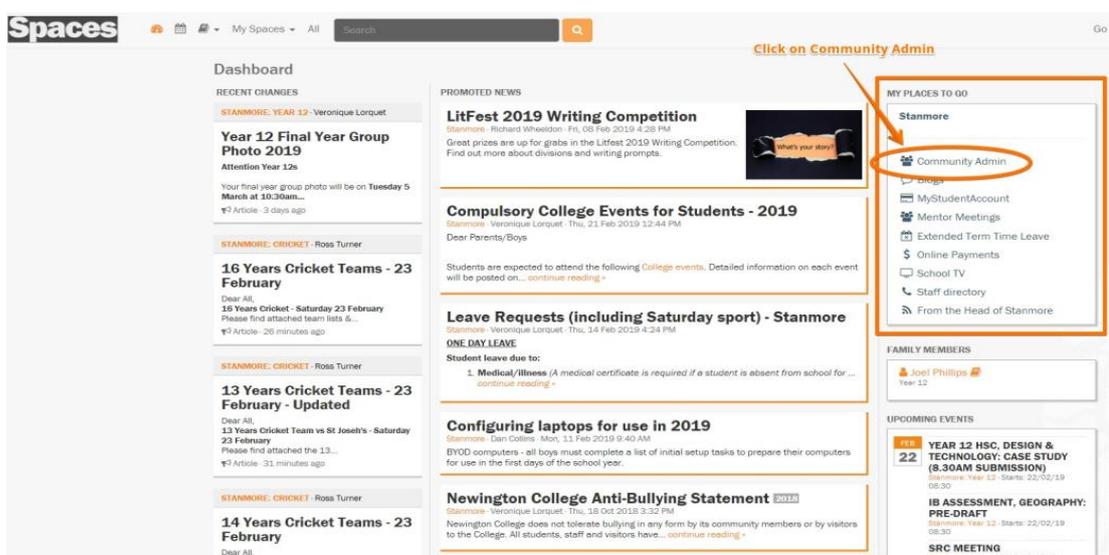
Access to book Parent Teacher Interviews online is via the **Community Admin** accessible via **this link** (or the one in the email notification). **Go to Step number 5 if you are already on the Interviews page.**

You can at any stage, access the interview booking page by opening Spaces, using your Newington credentials and clicking on the link from the "My Places to Go" area on the right side of the Spaces Dashboard.
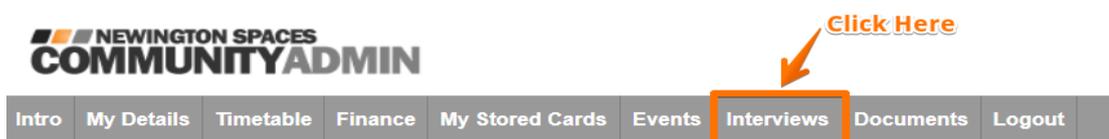
1. Go to spaces.newington.nsw.edu.au and click on the Spaces link
2. Login with your **Newington parent credentials**

3. From the **Spaces Dashboard**, click on **Community Admin** (from My Places to Go)

4. In the Portal you will find a page titled **Interviews**, click here.

5. This page will list all current parent interview sessions available. Ensure you are viewing the correct session if you have more than one son in a year group, you can choose your son's name first before making the appointment.

6. Click on the *Avail* link in the time slot of the teacher you wish to meet.

It is very important that bookings are made with a 5-minute gap between each booking.

See image below on how you should book your interview times.

7. After clicking on avail, you will need to confirm the booking, click yes here.

Use the Logout option to return to Spaces.