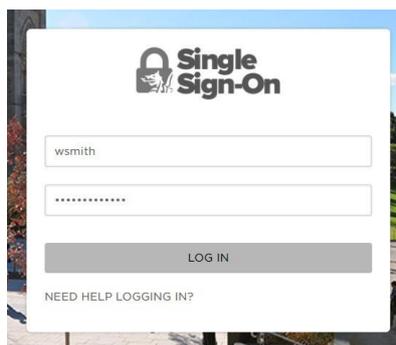


How to Book Parent Teacher Interviews

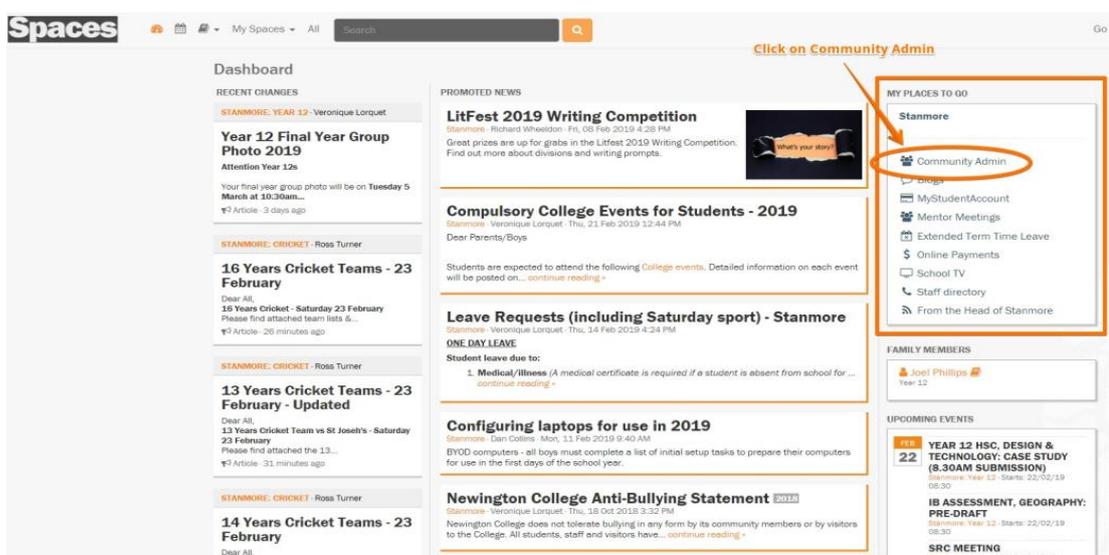
Access to book Parent Teacher Interviews online is via the **Community Admin** accessible via [this link](#) (or the one in the email notification). **Go to Step number 5 if you are already on the Interviews page.**

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.

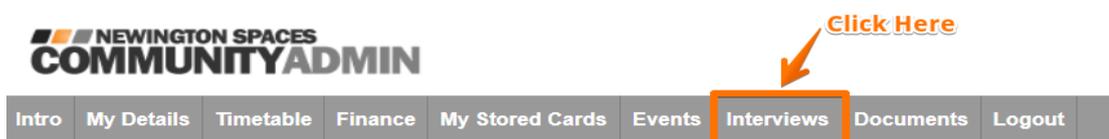
1. Go to spaces.newington.nsw.edu.au and click on the Spaces link
2. Login with your **Newington parent credentials**



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.

**PLEASE NOTE:
Keep a 5 minute gap
between appointments**

Print your appointments

Session 1 (5/03/2019 from 4:00pm to 7:00pm)	4:00pm	4:05pm	4:10pm	4:15pm	4:20pm	4:25pm	4:30pm	4:35pm	4:40pm
Mr Bookingimmer 12 Physics A	cancel	Gap							
██████████ 12 Maths Extension 1B	avail		avail		avail		avail		avail
Bookingym 12 Economics A		cancel	Gap						
██████████ 12 Engineering Studies	avail		avail		avail		avail		avail
██████████ 12 Constance Kenton					cancel				
██████████ 12 ...							cancel		

[Back to top](#)

Print your appointments

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

**NEWINGTON SPACES
COMMUNITYADMIN**

Intro My Details Timetable Finance My Stored Cards Events **Interviews** Documents Logout

Welcome, ██████████

Your last visit before today was on 13/03/2017 03:37pm

Are you sure you want to set an appointment for student ████████ teacher Mr ██████████ at 4:35pm?

[Yes](#) / [No](#)

Use the Logout option to return to Spaces.