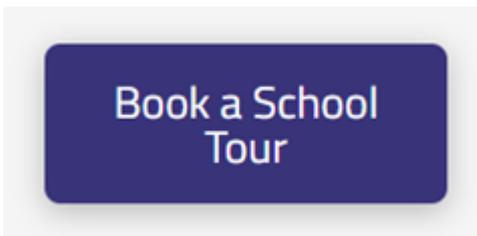


School Tour Booking

This factsheet details the process for using the booking system - SOBS - to book school tours.

Step 1: Click on the SOBS booking link.



Step 2: Enter your email address and click 'Next'

A light blue rectangular input field with rounded corners and a thin blue border. The text 'Enter your email address' is displayed inside the field in a light blue, italicized font.

Step 3: Create a password so you can log in to manage your bookings. This will enable you to access your ticket or cancel should you need to.

Additional security options

- I don't want to use a password here
- I would like to add a password to my account
- I would like my account verified by sending a code

The school has not specified any particular security option, however you can choose to include a password on your account or alternatively ask the application to send a verification code to your email or your mobile phone

Delete my details when these bookings are completed

Normally we will store your information for future events, however you can check this box and we will delete the information you enter after the current bookings are completed

Next

Skip

Step 4: Enter the parent details.

Parent Information

First name

Surname

Save

Cancel

Step 5:

- Click on 'Add Student'
- Enter the student details.

- Click on the enrolment checkbox and select the calendar year you are seeking enrolment for. You can choose 2025 or 2026, noting we are only accepting enrolments in 2025 for catchment and zoned families.
- Select the year level your child is seeking, noting your child must be in preschool - year 6 to register for the Pre/Primary School Tour or Year 7 - 12 for the Secondary School Tour. Any year level can register for the Whole School Tour.
- Click on 'Save'

Add student

Firstname
First Name

Surname
Surname

Enrolment

Check this option if the student has not yet started at the school

Starting school in 2025

Starting school in 2026

Select the year in which the student will be starting at this school

Year level
Year 4 ▼

Save

Cancel

Step 6: Repeat the above step for any other students.

Step 7: Once you have added all students, click on the School Tour button

Parent/Guardian

First Name Surname

Edit

Students

First Name Surname (2026 Year 4)

Edit

Term 2 2025 - Preschool and Primary Tour

Add a student

Step 8: Click on the time slot to book the number of required spaces (maximum 4 people per booking)

Term 2 2025 - Preschool and Primary Tour - booking for

Click a time slot to book, click a booked time slot to delete

Save

Thursday 15-05-2025

04:00PM
50 seats available

Enter the number of seats to book

How many seats?

4

Save

Cancel

Step 9: click 'Save'

Step 10: Review your booking details and ensure you click on email or print your booking confirmation. This must be shown at the beginning of the tour as booking confirmation.

Your new booking has been saved. Please see below for details of your booking.

Parent/Guardian

First Name Surname [Edit](#)

Students [Email](#) [Print](#)

First Name Surname (2026 Year 4) [Edit](#)

Thursday 15-05-2025 04:00pm Term 2 2025 - Preschool and Primary Tour [☰](#)

Term 2 2025 - Preschool and Primary Tour

[Add a student](#)

You will receive the below example as your ticket:



SOBS @ The Heights School

Term 2 2025 - Preschool
and Primary Tour

Thursday 15-05-2025 04:00pm

Seats: 4



Revision #1

Created 2 May 2025 01:01:24 by Matthew Sarandis

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