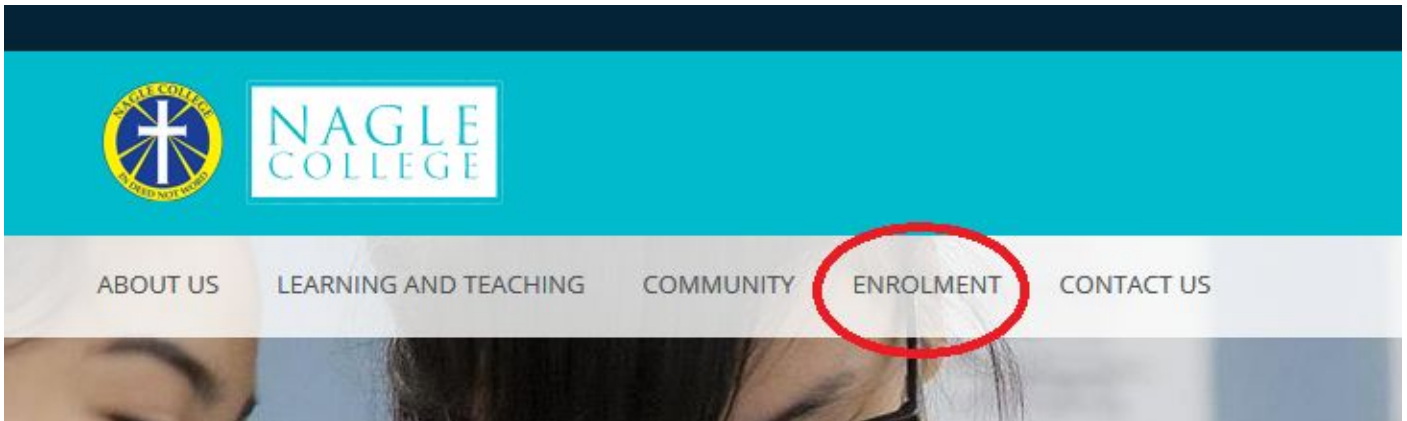


How to book an Enrolment Interview

1. Go to <http://www.nagleblacktown.catholic.edu.au/>
2. Click on **Enrolment** at the top of the website:



3. On the Enrolment page, there are 2 links:

A Nagle College education offers your daughter a personalised, contemporary and challenging education.

We would welcome your daughter's enrolment at Nagle College. We look forward to getting you started on the enrolment process, or just answering any questions you may still have.


For 2019 Year 7 Enrolment Interviews, please click [here](#).

For instructions on how to book your interview, please click [here](#).

The second link will provide you with a copy of these instructions.
The first link will take you to the actual booking site.

4. Once you click on the first link, you will be taken to a new page.
Enter in your email address. Click next

Bookings


 Parent: **Parent access**

Email:

For example: john.smith@gmail.com
This email will be your login identifier each time you revisit this site

5. Now enter in your name (First name and surname), and a contact phone number. Click Next

Bookings

 Parent: **Parent access**

Name:
[Optional] Enter your first name and surname, for example: John Smith

Contact:
[Optional] Enter a contact phone number

6. Now enter in your child's first name, and then your child's surname. Leave *Enrolment* as the child's year level. Click next

Student registration

Child's first name:
Enter your child's first name

Child's surname:
Enter your child's surname or family name

Child's year level: Enrolment Yr7 Yr8 Yr9 Yr10 Yr11 Yr12
Select this child's current year level

7. Now you will be presented with a screen similar to below. Click on *Book Interview* next to your child's name.

 Students:

Name	Year level	Dates	<input type="button" value="Email Schedule"/>	<input type="button" value="Print Schedule"/>
Nina Simone	Enrolment ↕	Delete Year 7 2019 Enrolment Interviews 13-06-2018 - 13-06-2018	<input type="button" value="Book Interview"/>	

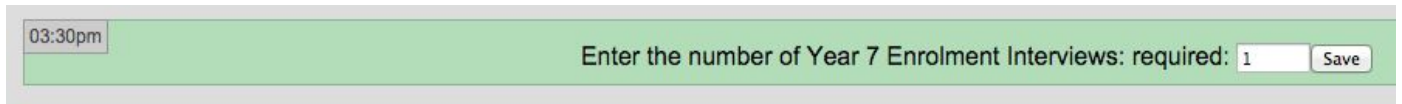
8. Now you will see all available slots for Enrolment Interviews. The times are listed on the left.

Year 7 2019 Enrolment Interviews

Wednesday, 13-Jun-2018

03:20pm	There are 10 Interview available
03:40pm	There are 10 Interview available
04:00pm	There are 10 Interview available
04:20pm	There are 10 Interview available
04:40pm	There are 10 Interview available

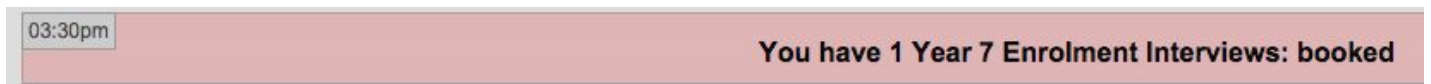
9. To book an interview slot, click on the green box for the desired timeslot, ensure there is 1 in the box next to required, and **then click save**.



03:30pm

Enter the number of Year 7 Enrolment Interviews: required: Save

10. The box will now change to red for that timeslot & say that the Enrolment Interview is booked.



03:30pm

You have 1 Year 7 Enrolment Interviews: booked

11. If you are unable to make your booked time, or wish to change your booked time, please contact Nagle College on (02) 8887 4500.