Timetable Booking Instructions

Step 1 – Click the below link to start the process

[Link to IMPACT Timetable Preferences]

Step 2 – Complete the mandatory fields.

Enter your school name and contact details of the key timetable contact person at your school.

- School Name
- First Name
- Surname
- EQ Email Address
- Phone Number

Step 3 – Project Name

Select the correct Project Name from the Drop down box.

![Group 1](image-url)
**Step 4 – Number of Students**

Select from -

**Small School** – (Band 5-7 Small schools only) If you select Small School – then please type into the comment box the number of students completing this project.

**Half Group** – up to 7 students

**Full Group** – up to 14 students

**GROUP 1 - Project Name and Size** *(A full group is up to 14 students. A half group is up to 7 students)*

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Group Type - Full/Half/Small</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 BOOSTER - Just Write - Writing - Year 4-5</td>
<td>Small Group</td>
</tr>
</tbody>
</table>

Small groups - please type the number of students. e.g. 1 student, 2 students, 3 students etc.

3 Students

---

**Step 5 – Day and Time preferences**

Please select the **day** and **time** and **session length** from the drop down boxes for each preference.

**GROUP 1 - Select your preferred day and time** *(Lessons are unable to be scheduled on Tuesdays after 12:15)*

<table>
<thead>
<tr>
<th>Preference 1</th>
<th>Day</th>
<th>Start Time</th>
<th>Session Length - 60 or 70 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuesday</td>
<td>9:00</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preference 2</th>
<th>Day</th>
<th>Start Time</th>
<th>Session Length - 60 or 70 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuesday</td>
<td>10:00</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preference 3</th>
<th>Day</th>
<th>Start Time</th>
<th>Session Length - 60 or 70 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wednesday</td>
<td>11:15</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preference 4</th>
<th>Day</th>
<th>Start Time</th>
<th>Session Length - 60 or 70 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thursday</td>
<td>1:00</td>
<td>60 minutes</td>
</tr>
</tbody>
</table>

**COMMENTS**: If you require a lesson to start at a different time from the ones listed - Please type a comment into the box with your requested start time. E.g. Preference One – Tuesday, Start time – 10:10am

If you have any special requests – i.e. “Please match my half group with Enterprise State School” please type this into the comments section.

**NOTE:**

Most lessons are booked in normal school hours.

You can request sessions before or after-school, however we need to talk with our individual project teachers before approving these – it depends on their availability.

**Tuesday after 12:15 pm is not available due to our online project staff training.**
Step 6 – More Project Groups?

If you have more than one group participating in projects, then continue to repeat Step 5 with the remaining group fields. Please fill in for each group -

- Project Name
- Group Type/Number of Students
- Session Day
- Session Time
- Session Length

Step 7 – More than 5 Groups in the Round?

Each form books in five groups of students.

If you have more than five groups participating in projects, then you will need to submit another Timetable Preference form for the next group/s.

Please contact Lyndal White, Head of Department - IMPACT Projects if you have any organisational questions. Email Lyndal on lwhit40@eq.edu.au or phone her directly on 3727 2842.