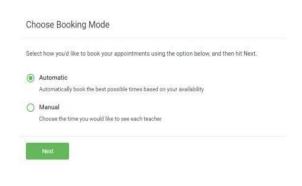
# **Parents' Guide for Booking Appointments**



### **Step 1: Select Parents' Evening**

Click on the date you wish to book.

Unable to make the dates listed? Click I'm unable to attend.



## **Step 2: Select Booking Mode**

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times that you are available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



## **Step 3: Select Availability**

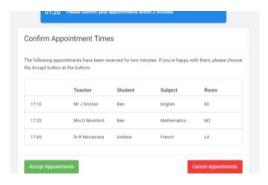
Drag the sliders at the top of the screen to indicate the earliest and latest times that you can attend.



### **Step 4: Choose Teachers**

Select the teachers you would like to book appointments with.

A green tick indicates that they are selected. To de-select, click on their name again.



## **Step 5: Book Appointments (Automatic)**

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



### **Step 6: Book Appointments**

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you would like to discuss, or raise anything beforehand.

Once you have finished booking all appointments, at the top of the page in the alert box, please *Click Here* to finish the booking process.