# Parents' Guide for Booking Appointments



Browse to https://monkseaton.schoolcloud.co.uk/ (or use the link on the school website) MONKSEATON

Fitle	First Name	Surname			
Mrs	Rachael	Abbot			
Email		Confirm Email			
rabbol4@gma		rabbs64@gmail.com			
rabbol4@gma Student's D First Name		rabbotk@gmail.com Date Of Birth			

Click a date to continue Thursday, 16th Marc

iday, 17th March

## Step 1: Login

Fill out both yours and your childs details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

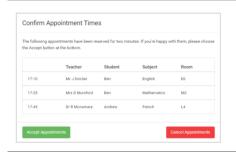
# Step 2: Select Parents' Evening

Click on the date you wish to book.

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

eleci	how you'd like to book your appointments using the option below, and then hit Next.
	lutomatic
4	sutomatically book the best possible times based on your availability
0	Aanual
0	thoose the time you would like to see each teacher

there	e is a teacher you do i	not wish to s	see, please untick them	before you continue.
en.	Abbot			
_	Mr J Brown		Mrs A Wheeler	
	MI 5 BIOWI	<u> </u>	Class 11A	





# Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're 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 4: Choose Teachers**

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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

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

If it wasn't 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 5b).

#### Step 5b (Manual): 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'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



#### Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on Amend Bookings.