Parents' Guide for Booking Appointments

schoolcloud

Browse to https://bournvilleschool.schoolcloud.co.uk/

Title	First Name	Sumame
Mrs •	Rachael	Abbot
Email		Confirm Email
rabbol4@gmail.c	om	rabbol4@gmail.com
itudent's De First Name	tails Surname	Date Of Birth

Step 1: Login

Fill out the details on the page then click the *Log In* button.

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

Parents' Evening		
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via	Click a date to continue:	
your child's teacher. Please enter the school via the main entrance and sign in at reception.	Thursday, 16th March Open for bookings	>
	Friday, 17th March Open for bookings	>
	I'm unable to attend	

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.

Sele	ct how you'd like to book your appointments using the option below, and then hit Nex
•	Automatic
	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher

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.

Choose Teachers

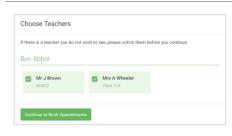
Step 4: Select Availability

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

Choose earliest and latest times



Set the earliest and latest times you can attend, select which teachers you'd like to see, and t press the button to continue.



Step 5: Choose Teacher

Select your child's form tutor you'd like to book an appointment with. A green tick indicates they're selected. To de-select, click on their name.

confirm A	ppointment Time	S		
	ppointments have been rea on at the bottom.	served for two min	utes. If you're happy wi	th them, please choose
	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	Eő
17:25	Mrs D Mumford	Ben	Mathematics	M2
	Dr R Monamara	Andrew	French	14

Step 6: Book Appointment (Automatic)

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 7: Book Appointment

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.

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		Teacher	Balet	Subject	Reco	
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	19:10	88.287430	iler:	logio.	8	
	16:16	the providen	de deve	Regist	n	
	15.20	belo Jacobe	an .	Highory	645	
And Parentses	16.25	Max 7 Burlan	Arshow	Midhum Miris	40	
	15.30	man J Footer	Alder	BOWING .		

Step 8: Finished

Your booking will now appear on the My Bookings page. An email confirmation has been sent and you can also print appointment 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.