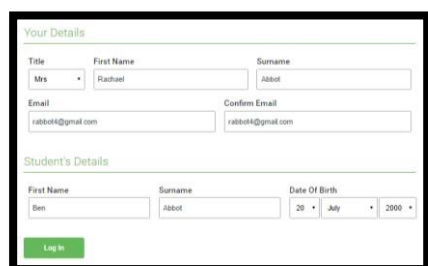


# Parents' Guide for Booking Appointments

Browse to <https://holleypark.schoolcloud.co.uk/>

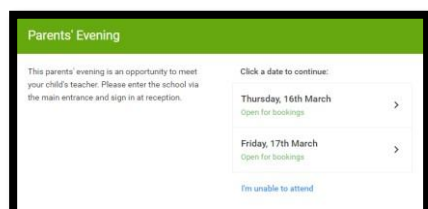


The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (a dropdown menu with 'Mrs' selected), First Name (containing 'Rachael'), Surname (containing 'Abbot'), Email (containing 'rabbot4@gmail.com'), and Confirm Email (containing 'rabbot4@gmail.com'). The 'Student's Details' section has fields for First Name (containing 'Ben'), Surname (containing 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is located at the bottom left of the form.

## 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.

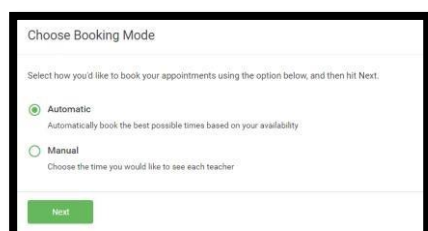


The screenshot shows a 'Parents' Evening' selection screen. It features a green header with the text 'Parents' Evening'. Below the header, there is a paragraph of text: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, there is a section titled 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March'. Each date option has a right-pointing arrow and a link that says 'Open for bookings'. At the bottom, there is a link that says 'I'm unable to attend'.

## Step 2: Select Parents' Evening

Click on the date you wish to book.

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

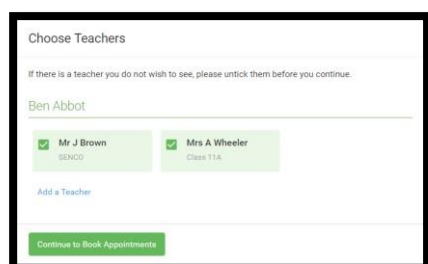


The screenshot shows a 'Choose Booking Mode' screen. It has a title 'Choose Booking Mode' and a sub-header 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) and 'Manual'. The 'Automatic' option has a sub-text: 'Automatically book the best possible times based on your availability'. The 'Manual' option has a sub-text: 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

## 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.

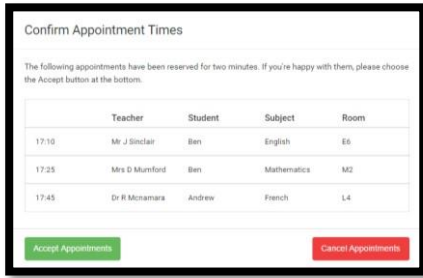


The screenshot shows a 'Choose Teachers' screen. It has a title 'Choose Teachers' and a sub-header 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, there is a section for 'Ben Abbot' with two teacher options: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both options have a green checkmark in a box to their left, indicating they are selected. There is a link 'Add a Teacher' below the teacher options. At the bottom, there is a green 'Continue to Book Appointments' button.

## 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.

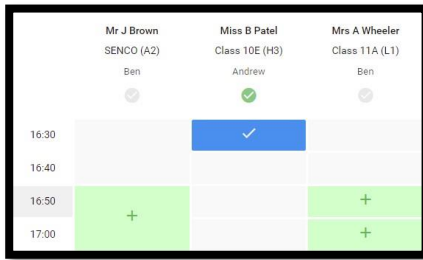
You may book other teachers not listed on the screen by clicking *Add a Teacher*.



### 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).



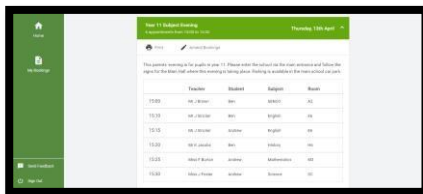
### Step 5b (Manual): Book Appointments

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.