

Parents' Guide for Booking Appointments

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

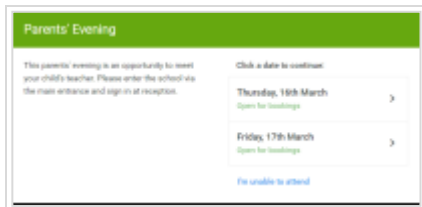


The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu with 'Mrs' selected), First Name (containing 'Daphne'), Surname (containing 'Abbot'), Email (containing 'rattson@gmail.com'), and Confirm Email (containing 'rattson@gmail.com'). The 'Student's Details' section includes fields for First Name (containing 'Ben'), Surname (containing 'Abbot'), and Date of Birth (a date picker showing 28, Feb, 2009). A green 'Log In' button is at the bottom.

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.

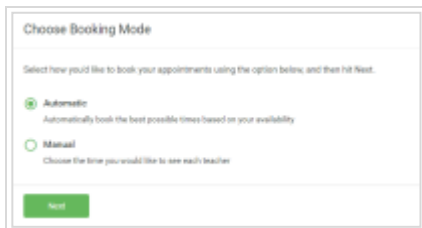


The screenshot shows a screen titled 'Parents' Evening'. It contains a message: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, under 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and a link 'Open for bookings'. At the bottom, there is a link '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*.



The screenshot shows a screen titled 'Choose Booking Mode'. It contains the text: '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'. Below 'Automatic' is the text 'Automatically book the best possible times based on your availability'. Below 'Manual' is the text 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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

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 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

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

Step 6: Finished

To change your appointments, click on *Amend Bookings*.