

Video: Parents - invite another parent/guardian to join your appointments

Inviting another parent/guardian to join your appointments

You can give another parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings. If you have already sent an invitation this link will show as Manage Invites instead.

Year 10 Summer Parents Evening 6 appointments from 15:00 to 15:35			Friday, 30th June Video call
Print	Amend Bookings	Invite Parent/Guardian	Subscribe to Calendar
Time	Teacher	Student	Subject
15:00	Miss J Foster	Cosmo White	Science
a minute gap			
15:06	Mr P Hall	Bella White	Business Studies
a minute gap			
15:12	Mr M Konchalski	Cosmo White	French
a minute gap			
15:18	Mr M Lubbock	Cosmo White	Class 10A
a minute gap			
15:24	Mrs E Paton	Bella White	History
a minute gap			
15:30	Mrs A Zelinskova	Bella White	Class 10B

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

[Contact Us](#)

If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *

Email *

Anyone with access to the email will be able to join the video call

☒ I accept this will share the parent's name, student's name, and list of appointments

Invite to all appointments for the following students:

☒ Cosmo White

☐ Bella White

[Send Invite](#) [Close](#)

Here is an example of what the invite email looks like:

Video Call Invitation

Year 10 Summer Parents Evening

You have been invited by Sofie White to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

[Join Video Call](#)

Or paste this link into your browser:

<https://sofie.schoolcloud.co.uk/guests/video?guestToken=12519ea0d5004b22a37d2f8299dc4c21>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Friday, 30th June	15:00 - 15:05	Cosmo	Miss J Foster	Science
Friday, 30th June	15:12 - 15:17	Cosmo	Mr M Konchalski	French
Friday, 30th June	15:18 - 15:23	Cosmo	Mr M Lubbock	Class 10A

3. You will then see a *Manage invites* box that shows your sent invitation, allows you to add another invite **if you have any more available** (you can have **one** invite per student), and also allows you to *Resend* invites or *Remove* them. If you have no more invitations available the green button will be replaced with a message that says *Unable to invite another parent/guardian. Only one invite can be sent per student.*

Manage Invites

You may invite an additional parent/guardian to also attend the video call.

Current Invites

To change invited guests, please remove and then invite again.

Sophie White
swhite01@test.com
For: Cosmo White

Resend InviteRemove

New Invite

Invite Parent/Guardian

Close

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Note that a call can have a maximum of 5 people in it at any one time. A school can assign 3 teachers to take joint appointments for a class, if they do this the parent can still invite a guest, however once the number of active participants in the call reaches 5 no further people can join it (unless one of the existing participants leaves the call).

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