

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The first section, 'Your Details', includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The second section, 'Student's Details', includes fields for First Name, Surname, and Date of Birth (with dropdowns for Day, Month, and 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 screen titled 'Parents' Evening'. It contains a paragraph of text explaining the purpose of the evening. 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 with a right-pointing arrow. Below these is a link that says 'Be 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 asks the user to select how they would like to book their appointments. There are two options: 'Automatic' (selected with a green radio button) and 'Manual'. Below each option is a brief description. 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.

The screenshot shows a screen titled 'Choose Teachers'. It includes a note about unlocking teachers. Below, there is a list of teachers: 'Ben Abbot', 'Mr J Brown', and 'Mrs A Wheeler'. Each teacher's name is in a green box with a green tick icon. A green 'Continue to Book Appointments' button is at the bottom.

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.

The screenshot shows a screen titled 'Confirm Appointment Times'. It contains a table of provisional appointments. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

	Teacher	Student	Subject	Room
17:19	Mr J Bowler	Ben	English	E6
17:25	Mrs B Mumford	Ben	Mathematics	M2
17:45	Dr R Minnamore	Andrew	French	L4

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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (HD) Anshu	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.



Name	Subject	Status	Date
Mr J Brown	SENCO	Booked	16:30
Miss B Patel	Class 10E	Booked	16:30
Mrs A Wheeler	Class 11A	Booked	16:30
Mr J Brown	SENCO	Booked	16:50
Miss B Patel	Class 10E	Booked	16:50
Mrs A Wheeler	Class 11A	Booked	16:50

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](#).