## Parents' Guide for Booking Appointments

Browse to <a href="https://christthekingacademy.schoolcloud.co.uk/">https://christthekingacademy.schoolcloud.co.uk/</a>

Tristemine to view vester housey pour enail address is correct.       Your Details       Title     First Name       Brandard     Address       Izabert dgymal com     izabert dgymal com       Student's Details       First Name     Surname       Brandard     Address       Student's Details       First Name     Surname       Student's Details       First Name     Surname       Student's Details       First Name     Surname       Student's Details	<b>Step 1: Login</b> Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.
September Parents Evening         This is to allow parents and teachers to discuss propress and will take place on 13th and 14th September.         Nore that on the 13th there will be sessions available both in-person and via video call.         Clear for bookings         Used for bookings	Step 2: Select Parents' Evening Click on the date you wish to book. Unable to make all of the dates listed? Click <i>I'm unable to attend</i> .
Choose Booking Mode         Select how you'd like to book your appointments using the option below, and then hit Next.            • Automatic         Automatic         Automatic         Automately book the best possible times based on your availability         • Manual         Choose the time you would like to see each teacher:          Next	Step 3: Select Booking Mode Choose <i>Automatic</i> 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 <i>Manual</i> . Then press <i>Next</i> . We recommend choosing the automatic booking mode when browsing on a mobile device.
Choose Teachers Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue. Choose earliest and latest times           Choose earliest and latest times           1400         1436         1524         1612         1700           Your availability: 14:00 - 17:00         1610         1700	Step 4: Select Availability Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.
Choose Teachers         If there is a teacher you do not wish to see, please untick them before you continue.         Ben Abbot         Image: Mr. J Brown School         School         Closes 11A	Step 5: 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.
Visit         Present sources your approximate a denoted           Confirm Appointment Sum been reserved for two moutes. If you're bagye with them, please choose two compositions of two locality.         Teacher           Teacher         Budgett         Budgett         Roem           1723         Mid Jaindair         Bein         Braghet         Bag           1723         Mid Jaindair         Bein         Bragh         Bag         Bag	Step 6: Book Appointments (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.

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## **Step 7: 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.

September Parents Evening     2 appointments from 16:15 to 16:45		Tuesday, 14th September In person	
🖶 Print	Amend Bookings	Subscribe to C	alendar
	w parents and teachers to discu he 13th there will be sessions a		e place on 13th and 14th September. and via video call.
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
	ber Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video cal
	ber Parents Evening ments from 15:00 to 15:45		Monday, 13th September

## Step 8: 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.