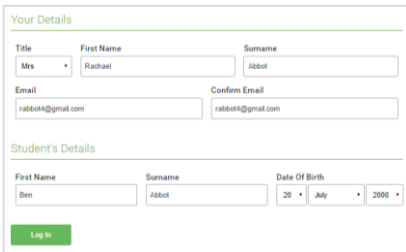


Year 8 Parents/ Carers' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

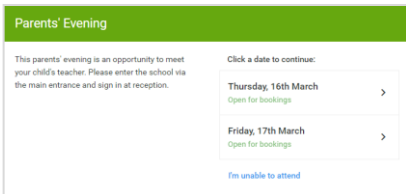
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

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.



Parents' Evening

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.

Click a date to continue:

Thursday, 16th March
Open for bookings

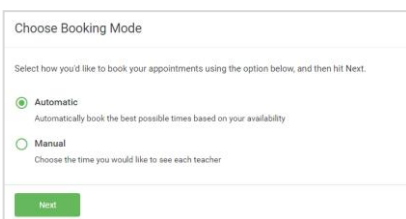
Friday, 17th March
Open for bookings

[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*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

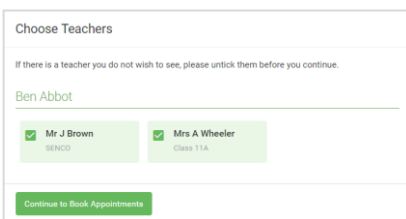
Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *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 exact time to book with the Form Tutor, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

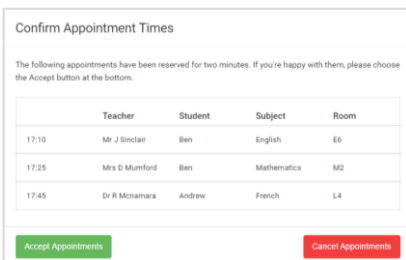
Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose the Form Tutor

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 Year 8 Form Tutor you'd like to book an appointment with. A green tick indicates they're selected. To de-select, click on their name.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monama	Andrew	French	L4

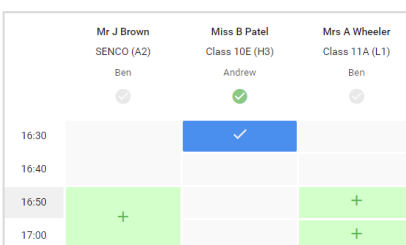
Accept Appointments

Cancel Appointments

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 was not possible to book the form tutor during the time you are able to attend, switch to manual mode (see 5b). *If you need further assistance, please email: parentsevening@stmcollege.org.uk*



Mr J Brown
SENCO (A2)
Ben

Miss B Patel
Class 10E (H3)
Andrew

Mrs A Wheeler
Class 11A (L1)
Ben

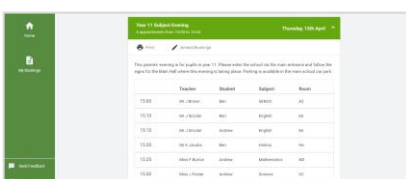
Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

Once you're finished booking your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 11: Finished Booking

Thank you for booking your appointment. You will receive an email confirmation of your booking. You can also print your appointment by clicking on the Print button. You can also subscribe to our calendar by clicking on the Subscribe to Calendar button.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	Ben	French	L4

Step 6: Finished

Your booking will now appear on the My Bookings page. An email confirmation has been sent and you can also print your appointment 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*.

- **Please log on 5 minutes before your appointment is due to start. If you log on after your designated time, you will only have the remaining time left for your appointment and it will not be extended.**