

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachel), Surname (Abbot), Email (rabboh@gmail.com), and Confirm Email (rabboh@gmail.com). In the 'Student's Details' section, there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000).

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 green header for 'September Parents Evening'. Below it, there is a text box explaining the event and a 'Click a date to continue' section. Two dates are listed: 'Monday, 13th September' (in-person & video call) and 'Tuesday, 14th September' (in-person). A link 'I'm unable to attend' is at the bottom.

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 'Choose Booking Mode' screen with two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A '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 'Choose Teachers' screen with a time slider. The slider is set from 14:00 to 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screenshot shows a 'Choose Teachers' screen with a list of teachers. 'Mr J Brown' and 'Mrs A Wheeler' are selected with green checkmarks. A 'Continue to Book Appointments' button is at the bottom.

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. This, and the remaining steps, will be more relevant when attending a whole school progress evening, as you will only be seeing your child's tutor during this evening.

The screenshot shows a 'Confirm Appointment Times' screen with a table of appointments. The table has columns for Teacher, Student, Subject, and Room. There are three rows of appointments. At the bottom, there are 'Accept Appointments' and 'Cancel Appointments' buttons.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E8
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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			Tuesday, 14th September
2 appointments from 16:15 to 16:45			In person
Print Amend Bookings Subscribe to Calendar			
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening 2 appointments from 16:00 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:30 to 15:45			Monday, 13th September In person

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*.