Parents' Guide for Booking Appointments

nts **// school**cloud

Browse to https://kingedwardvicevp.schoolcloud.co.uk/

Title	First Name	Surname Abbot Confirm Email					
Mrs •	Rachael						
Email							
		oominin chian					
rabbol4@gmai		rabbot4@gmail.com					
rabbot4@gmai Student's D First Name							

Click a date to continue: Thursday, 16th Marcl Open for bookings Friday, 17th March

Step 1: Login

Fill out the details on the page then click the Log In button.

A confirmation of your appointment will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date/time you wish to book.

Sele	ct how you'd like to book your appointments using the option below, and then hit Next.
0	Automatic
	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher

Choose Teachers

Mr J Brown

If there is a teacher you do not wish to see, please untick them be

Mrs A Wheele

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, choose *Manual*. Then press *Next*.

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

Step 4:

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 times you'd like to book the appointment. A green tick indicates they're selected.

	Mr J Brown	Miss B Patel	Mrs A Wheeler
	SENCO (A2)	Class 10E (H3)	Class 11A (L1)
	Ben	Andrew	Ben
		0	
16:30		~	
16:40			
16:50	+		+
17:00	1.1		+

Step 5: Book Appointment

Click any of the green cells to make 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 to say what you'd like to discuss, or raise anything beforehand.

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

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Step 6: Finished

Your booking will 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 appointment, click on Amend Bookings.