

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for 'First Name', 'Surname', 'Email', and 'Confirm Email'. The 'Student's Details' section includes fields for 'First Name', 'Surname', and 'Date Of Birth'.

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 page titled 'September Parents Evening'. It contains a list of dates for booking, including 'Monday, 13th September' and 'Tuesday, 14th September'. There is a 'Click a date to continue' instruction at the top.

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' page. It has two options: 'Automatic' (selected with a green checkmark) and 'Manual'. The 'Automatic' option is described as 'Automatically find 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 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 'Choose Teachers' page. It features a slider to 'Choose earliest and latest times'. 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' page. It has a search bar and a list of teachers. 'Mr J Bawa' and 'Mrs A Whicker' are selected, indicated by green checkmarks. A green '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.

The screenshot shows a 'Confirm Appointment Times' page. It contains a table with columns for 'Teacher', 'Student', 'Subject', and 'Room'. There are three rows of appointments listed. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Reject Appointments' (red).

Teacher	Student	Subject	Room
Mr J Bawa	Ali	English	101
Mrs A Whicker	Ali	Mathematics	101
Mrs A Whicker	Ali	Maths	101

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 Class 10C (A2)	Miss B Patel Class 10E (H3)	Ms A Wheeler Class 11A (L1)
16:30	Grey	Blue ✓	Grey
16:40	Grey	Grey	Grey
16:50	Green +	Grey	Green +
17:00	Green +	Grey	Green +

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.

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
Print	Amend Bookings	Subscribe to Calendar	
<p>You to inform parents and teachers for absence progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in person and on video call.</p>			
Time	Teacher	Student	Subject
16:18	Mr Mark Lybbett	Alex Harris	English
16:38	Miss Sine Patel	Alex Harris	Religious Education
September Parents Evening <small>2 appointments from 16:30 to 17:00</small>			Monday, 13th September <small>10:00-11:00</small>
September Parents Evening <small>2 appointments from 16:30 to 17:00</small>			Monday, 13th September <small>11:00-12:00</small>

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*.