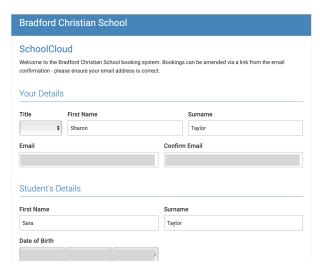
Parents' Guide for Booking Appointments

https://bradfordchristianschool.schoolcloud.co.uk/

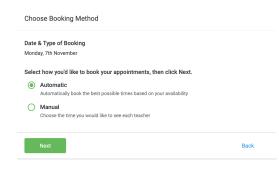
Please read this whole help sheet before continuing to book.



Fill in your details along with your child's details (you can leave 'title' blank). If you have multiple children in school, fill in either child's details. The system knows which children belong to which parents.

Your details are what we have on BCS Parent Portal for Contact#1. Please check this at mis.bradfordchristianschool.com

Please note: the availability shown in this document is not a representation of the availability on the upcoming parents evening. They are examples only.



The system allows you to manually pick times **and** it can also generate auto times based on your availability. *Please note* **Only** <u>Manual bookings</u> allow parents to leave a message for the teacher in preparation for each meeting.

Choose earliest and latest times



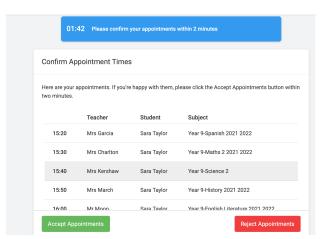
Use the sliders to tell the system your availability.

Miriam Taylor Mrs S Hoskins Seth Taylor Select All Year 8-Maths 1 2021 Year 8-Science 2 2021 2022 2022 Mrs S Taylor Mr M Walker Year 8-English 2 2021 Year 8-Art 2021 2022 Sara Taylor Select All Mrs E Charlton Mrs R Garcia Mrs C Kershaw 'ear 9-Spanish 2021

Select which teacher / subjects you would like to see. We recommend selecting all that are available to get the most out of the parents evening(s).

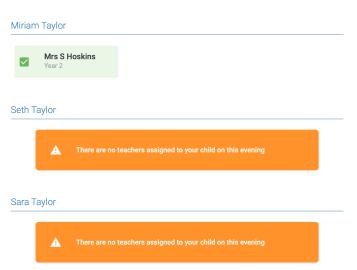


Once you've selected the teachers / subjects, click the Generate Appointments button...

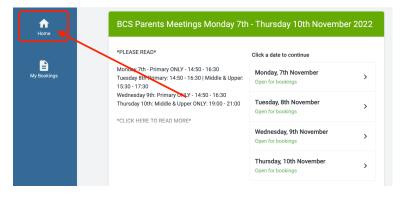


This presents you with a new screen with auto generated meeting times, based on your availability and available times on the night. If there are gaps, this could be because another parent has booked that time slot already. You have around 2 minutes to accept or reject the appointment times.

When teachers aren't available...



The system will make it clear which evenings for which students are and are not available.



If this is the case for you, click the home button at any point to return to the date selector.



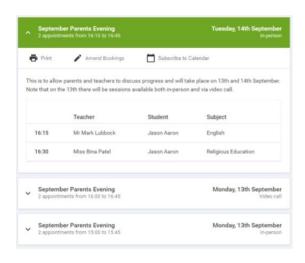
Booking manually

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.



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.