

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

<div data-bbox="71 197 762 616"><h3>Your Details</h3><p>Title: <input type="text" value="Mrs"/> First Name: <input type="text" value="Rachael"/> Surname: <input type="text" value="Abbot"/></p><p>Email: <input type="text" value="rabbot4@gmail.com"/> Confirm Email: <input type="text" value="rabbot4@gmail.com"/></p><h3>Student's Details</h3><p>First Name: <input type="text" value="Ben"/> Surname: <input type="text" value="Abbot"/> Date Of Birth: <input type="text" value="20"/> <input type="text" value="July"/> <input type="text" value="2000"/></p><p><input type="button" value="Log In"/></p></div>	<p>Step 1: Login Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
<div data-bbox="71 689 762 929"><h3>Year 10 Parents' Evening</h3><p>Year 10 Parents' Evening</p><p>Click a date to continue</p><div data-bbox="430 817 758 896"><p>Thursday, 20th May Open for bookings ></p></div><p>I'm unable to attend</p></div>	<p>Step 2: Select Parents' Evening Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
<div data-bbox="71 1182 762 1556"><h3>Choose Booking Mode</h3><p>Select how you'd like to book your appointments using the option below, and then hit Next.</p><p><input checked="" type="radio"/> Automatic Automatically book the best possible times based on your availability</p><p><input type="radio"/> Manual Choose the time you would like to see each teacher</p><p><input type="button" value="Next"/></p></div>	<p>Step 3: Select Booking Mode Choose <i>Automatic</i> if you would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend. To pick the times to book with each teacher, choose <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>

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 Teachers

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 teachers you would like to book appointments with. A green tick indicates they are 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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will 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 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 (Step 5b).

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 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 are finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Year 11 Subject Evening
4 appointments from 15:00 to 15:35
Thursday, 13th April

Print Amend Bookings

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO A2
15:10	Mr J Sinclair	Ben	English E6
15:15	Mr J Sinclair	Andrew	English E6
15:20	Mr K Jacobs	Ben	History H6
15:25	Miss F Burton	Andrew	Mathematics M2
15:30	Miss J Foster	Andrew	Science SC

Step 6: 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*.