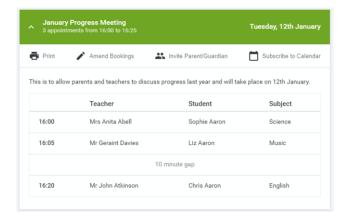


Inviting another parent/guardian to join your appointments

You can give **ONE** other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

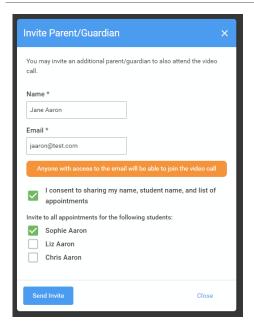


Step 1: Login & Select Invite

This can only be completed once your bookings are made.

Log in and go to *My Bookings*. Click on the *Invite Parent/Guardian* link at the top of the list of your booking/s.

(If you have already sent an invitation this link will show as *Manage Invites* instead).



Step 2: Grant Access

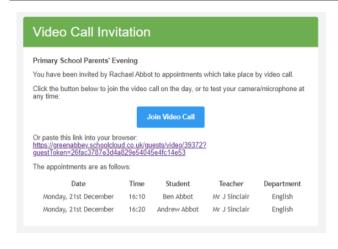
You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

You must enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

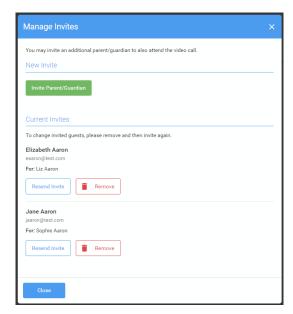
Once details are entered select Send Invite.



Step 3: Invitation

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Please note that **ONLY** that one invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.



Step 4: Confirmation

You will then see a *Manage invites* box that shows your sent invitation(s) and allows you to *Resend* invites or *Remove* them.

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.