

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.

January Progress Meeting			
3 appointments from 16:00 to 16:25			
Tuesday, 12th January			
Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar			
This is to allow parents and teachers to discuss progress last year and will take place on 12th January.			
	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

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*.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *

Email *

Anyone with access to the email will be able to join the video call

☒ I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

☒ Sophie Aaron

☐ Liz Aaron

☐ Chris Aaron

Send Invite

Close

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.

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

Join Video Call

Or paste this link into your browser:
<https://greenabbey.schoolcloud.co.uk/guests/Video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

Manage Invites

You may invite an additional parent/guardian to also attend the video call.

New Invite

Invite Parent/Guardian

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron

eaaron@test.com

For: Liz Aaron

Resend Invite

Remove

Jane Aaron

jaaron@test.com

For: Sophie Aaron

Resend Invite

Remove

Close

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.