

Parents' Guide for Booking Appointments

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

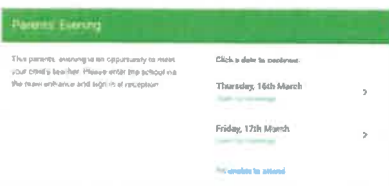


The login form is titled 'Please Log In'. It has two sections. The first section is for the parent's details, with fields for 'First Name' (containing 'Mrs'), 'Surname' (containing 'Robson'), and 'Email' (containing 'robson@meadgate.co.uk'). There is a 'Confirm Email' field with 'robson@meadgate.co.uk' and a 'Log In' button. The second section is for the child's details, with fields for 'First Name' (containing 'Ben'), 'Surname' (containing 'Robson'), and 'Date Of Birth' (containing '29 / Jul / 2008'). There is a 'Log In' button at the bottom.

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.

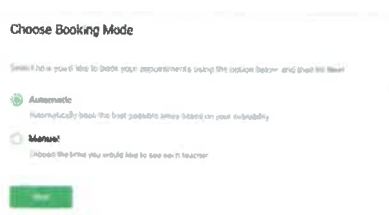


The screen is titled 'Parents' Evening'. It says 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' There is a 'Click a date to continue:' section with two options: 'Thursday, 16th March' (with a green arrow) and 'Friday, 17th March' (with a green arrow). At the bottom, there is a link that says 'I'm unable to attend'.

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*.

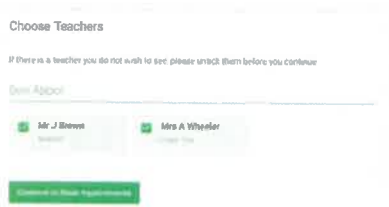


The screen is titled 'Choose Booking Mode'. It says 'Select if how you'd like to book your appointments using the options below, and then hit Next.' There are two options: 'Automatic' (with a green circle) and 'Manual' (with a grey circle). The 'Automatic' option says 'Automatically book the best possible times based on your availability.' The 'Manual' option says 'Choose the times you would like to see each teacher.' There is a 'Next' button 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.

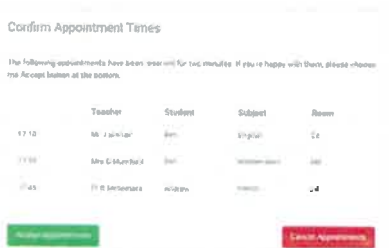


The screen is titled 'Choose Teachers'. It says 'If there is a teacher you do not wish to see please uncheck them before you continue.' There is a 'Deselect All' button. There are two teacher cards: 'Mr J Brown' (with a green tick) and 'Mrs A Wheeler' (with a green tick). At the bottom, there is a 'Continue to Book Appointments' button.

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'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



The screen is titled 'Confirm Appointment Times'. It says 'The following appointments have been generated for you. If you're happy with them, please choose the Accept button at the bottom.' There is a table with columns: Teacher, Student, Subject, Room. The table has three rows: 1. Mr J Brown, Ben, English, 12. 2. Mrs A Wheeler, Ben, Mathematics, 10. 3. Mr J Brown, Ben, English, 12. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

Step 5a (Automatic): Book Appointments

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 (Step 5b).



The screen shows a grid for manual booking. The columns are teachers: 'Mr J Brown', 'Miss B Patel', and 'Mrs A Wheeler'. The rows are times: '16:30', '16:40', '16:50', and '17:00'. The cells are colored: green for available, blue for booked, and grey for unavailable. There is a green checkmark in the 16:30 slot for Mr J Brown. There is a green plus sign in the 16:50 slot for Mr J Brown. There is a green plus sign in the 17:00 slot for Mr J Brown.

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



The page shows a list of bookings. At the top, there is a green bar with a 'Print' button. Below it, there is a table with columns: Teacher, Student, Subject, Room. The table has three rows: 1. Mr J Brown, Ben, English, 12. 2. Mrs A Wheeler, Ben, Mathematics, 10. 3. Mr J Brown, Ben, English, 12. At the bottom, there is a 'Print' button.

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*.