

Parents' Guide for Booking Appointments

Step 1: Login



The login page features a 'Your Details' section with input fields for 'First Name' and 'Surname'. Below this is an 'Email' field and a 'Password' field with a 'Show/Hide Password' toggle. At the bottom, there are fields for 'First Name', 'Surname', and 'Phone No.' with a 'Log In' button.

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

Step 2: Select Parents' Evening



The 'Parents' Evening' screen displays a list of dates: 'Thursday 14th March' and 'Friday 17th March'. A 'Click a date to continue' button is visible at the top right. A note at the bottom states 'No dates to attend'.

Click on the date you wish to book.
Unable to make the date listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode



The 'Choose Booking Mode' screen offers two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A 'Next' button is at the bottom.

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.

Step 4: Choose Teachers



The 'Choose Teachers' screen shows a list of teachers: 'Ms J Broad' and 'Ms J Wheeler'. Each name has a green checkmark in a box next to it, indicating they are selected. A 'Continue Book Appointments' button is at the bottom.

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.

Step 5a (Automatic): Book Appointments



The 'Confirm Appointment Times' screen displays a table of appointment slots. The table has columns for 'Teacher', 'Status', 'Subject', and 'Room'. The rows show slots for 'Ms J Broad' and 'Ms J Wheeler' with various subjects and room numbers. A 'Book Appointment' button is at the bottom left, and a 'Cancel Appointment' button is at the bottom right.

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).

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. You can 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.

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*.