Parents' Guide for Booking Appointments

Browse to https://thesnaith.schoolcloud.co.uk/



Title	First Name	Surname						
Mrs	Rachael	Abbot						
Email		Confirm Email						
rabbot4@gr		rabbol4@gmail.com						
rabbot4@gr Student's First Name		rabbot4@gmail.com						

Click a date to rsday, 16th Marc

riday, 17th March

Step 1: Login

mobile device.

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

Click on the date you wish to book.

Step 3: Select Booking Mode

Unable to make all of the dates listed? Click I'm unable to attend.

Sele	ct how you'd like to book your appointments using the option below, and then hit Next.
۲	Automatic
	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher

Choose Teachers

Ben Abbot

Mr J Brown

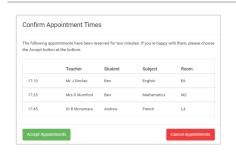
Step 4: Choose Teachers If there is a teacher you do not wish to see, please up

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.

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

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



Mrs A Wheele

	Mr J Brown	Miss B Patel	Mrs A Wheeler
	SENCO (A2)	Class 10E (H3)	Class 11A (L1)
	Ben	Andrew	Ben
		S	
16:30		 	
16:40			
16:50	+		+
17:00			+

	Year 11 Subject Evening 6 appointments from 15/08 to 15/25					
• ····	/ Ameri Boshop					
	This parents' exercises in for pupils in yards 11. Please enter the school via the main extincte and follow the algors for the Main Hall where this average is followy place. Parking is available in the main school car park.					
	Teacher	Student	Subject	Room		
15:00	Mr J Brown	-	BENCO.	A2		
15.10	Mr.J.Section	6m	English	65		
19.15	Mr.J. Similar	Andres	English	65		
15:20	Mr.K.Jacobs	ten.	Hidary	10		
1525	Max Fluctor	Andrea	Mathematics	M0		
15.20	Max./Foder	Andrew	Scence	10		

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).

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.

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.