## **Parents' Guide for Booking Appointments**

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



#### 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.

Please note that the two email addresses must match – this is case sensitive!

Your first and last name and your child's date of birth, must match our records.



### **Step 2: Select Parents' Evening**

Click on the date you wish to book.

Unable to make the date listed? Click I'm 'unable to attend'.



## Step 3: Choose Teacher

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

The only option should be your child's tutor(s).



# **Step 4: Book Appointments**

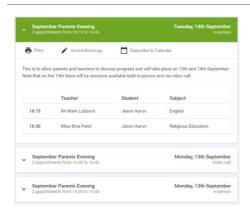
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After reading your child's report, if you have any queries about a particular subject, you should add a message at the time of booking.

Please note, you are unable to add a query that you may need to discuss after the booking has been made.

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 5: 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.

You can amend your booking any time before bookings close.