



## Parents' Guide for Booking Appointments

Browse to <https://stgcc.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.

### 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*.

### Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest appointment schedule based on the times you're available to attend. If you prefer to choose 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

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 checkmark indicates they're selected. To de-select, click on their name.

Teacher	Student	Subject	Room
17:10 Mr J Bowler	Ben	English	06
17:25 Mrs B Mumford	Ben	Mathematics	M2
17:45 Dr R Monaghan	Andrew	French	L4

### 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 of the screen.

If it wasn't possible to book every selected teacher during the time you were able to attend, you can either adjust the teachers you wish to meet again, or switch to manual booking mode (Step 5b).