

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

The 'Your Details' form includes fields for First Name, Last Name, Email, and Password. There are also dropdown menus for 'Role' and 'School'. A 'Log In' button is visible at the bottom right of the form.

## 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 page shows the event title 'September Parents Evening' and a list of dates: Monday, 13th September and Tuesday, 14th September. A link 'I'm unable to attend' is visible at the bottom.

## 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 has two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. A green 'Next' button is 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 shows a time slider for 'Choose earliest and latest times'. The current availability is set to 14:50 - 17:00. Below the slider, it says 'Your availability: 14:50 - 17:00'.

## Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screen shows two teachers, 'Mr J Bond' and 'Mrs A Wheeler', each with a green tick icon indicating they are selected. A green 'Continue to Book Appointments' button is at the bottom.

## Step 5: Choose Teachers

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 shows a table of provisional appointments. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Reject Appointments' (red).

Teacher	Subject	Subject	Room
11:10	Mr J Bond	Art	English
11:10	Mrs A Wheeler	Art	Mathematics
11:10	Mr J Bond	Art	Math

## Step 6: Book Appointments (Automatic)

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.

	Mr J Street SENCO (A2) Sun	Miss E Patel Class TIE (H) Active	Ms A Wheeler Class TIA (L1) Sun
16:30		✓	
16:45			
16:55	+		+
17:00			+

## Step 7: 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 optionally 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.

September Parents Evening			Thursday 14th September
Print	Amend Bookings	Subscribe to Calendar	
<p>This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in person and on video call.</p>			
Time	Teacher	Student	Subject
16:15	Mr Mark Liddell	Alexis Harris	English
16:30	Miss Nina Patel	Alexis Harris	Religious Education
<b>September Parents Evening</b> 2 appointments from 16:30 to 16:45			<b>Monday 13th September</b> 1 appointment
<b>September Parents Evening</b> 2 appointments from 16:45 to 17:00			<b>Monday 13th September</b> 1 appointment

## Step 8: 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*.