

Parents' Guide for Booking Appointments

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

Your Details

Title

Mrs

First Name

Rachael

Surname

Abbot

Email

rabbot4@gmail.com

Confirm Email

rabbot4@gmail.com

Student's Details

First Name

Ben

Surname

Abbot

Date Of Birth

20

July

2000

Log In

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March

Open for bookings

>

Friday, 17th March

Open for bookings

>

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ Automatic

Automatically book the best possible times based on your availability

☐ Manual

Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are 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. ***Do bear in mind that you may need to go to different rooms for appointments so try not to have one appointment immediately after another.**

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown

Class 10E

☒ Mrs A Wheeler

Class 11A

Continue to Book Appointments

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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:40	Dr B Monaghan	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not 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).

Mr J Brown

SENCO (A2)

Ben

Miss B Patel

Class 10E (H3)

Andrew

Mrs A Wheeler

Class 11A (L1)

Ben

16:30			
16:40			
16:50	+		+
17:00			+

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 are finished booking all appointments, at the top of the page in the alert box, press **click here to finish the booking process**.

My Bookings

Step 11: Review Bookings

Review your bookings

The system is now displaying the bookings you have made. Please check the details of your bookings and confirm the appointments by clicking the Accept button at the bottom.

Teacher	Student	Subject	Room	
16:30	Mr J Brown	Ben	English	E5
16:40	Mr J Brown	Ben	English	E5
16:50	Mr J Brown	Ben	English	E5
17:00	Mr J Brown	Ben	English	E5
17:10	Mr J Brown	Ben	English	E5
17:20	Mr J Brown	Ben	English	E5
17:30	Mr J Brown	Ben	English	E5
17:40	Mr J Brown	Ben	English	E5

Accept Bookings

Cancel Bookings

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*.