

# Parents' Guide for Booking Appointments

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

**Your Details**

Title  First Name  Surname

Email  Confirm Email

**Student's Details**

First Name  Surname  Date Of Birth

## Step 1: Login

Fill out the details on the login 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.

If you are unable to make the date 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

## 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.

**Choose Teachers**

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

Ben Abbot

☒ Mr J Brown  
SENCO

☒ Mrs A Wheeler  
Class 11A

## 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 have been 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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

## 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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	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.

If you would like to, you can leave a message for the teacher to say what you would like to discuss.

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

**My Bookings**

View 11 bookings

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.

Teacher	Student	Subject	Room	
16:30	Mr J Brown	Ben	English	E6
16:40	Mrs A Wheeler	Ben	Mathematics	M2
16:50	Dr R McNamara	Andrew	French	L4
17:00	Mr J Brown	Ben	English	E6
17:10	Mrs D Mumford	Ben	Mathematics	M2
17:25	Dr R McNamara	Andrew	French	L4
17:45	Mr J Brown	Ben	English	E6

## Step 6: Finished

You will now be on the My Bookings page and all your bookings will be listed. An email confirmation will be sent and you can also print appointments from this page 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*.