

Parents' Evening

Parents' Guide for Booking Appointments

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

Parent Login Code	Student Date Of Birth					
0111 1345	20 • July • 2000 •					
Email	Confirm Email					
rabbo14@gmail.com	rabbot4@gmail.com					

Thursday, 16th March

Friday, 17th March

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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.

school

Enter your unique login code. You should have received this via email.

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.

Sele	to how you'd like to book your appointments using the option below, and then hit Next.
0	Automatic
	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher

Step 3: Select Booking Mode

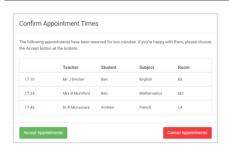
Step 4: Choose Teachers

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.

If you chose the automatic booking mode, drag the sliders at the top of the







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	15.88	Inferio - Warrison	and the	house				

Step 5a (Automatic): Book Appointments

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

screen to indicate the earliest and latest you can attend.

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.

Select the teachers you'd like to book appointments with. A green tick indicates

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 (Step 5b).

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

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.