Parents' Guide for Booking Appointments



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

Title	First Name	Suname
Mes •	Rathani	Abbot
Email		Confirm Email
neboli@gnati		nabbel4@gnat.com
ratioNagenation		søbedi@gnat.com Date Of Birth

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.	Click a date to continue:	
the main entrance and sign in at reception.	Thursday, 16th March Open for bookings	,
	Friday, 17th March	,
	Fm 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.

	t how you'd like to book your appointments using the option below, and then hit Next.
	Automatic
2	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher
÷.	
	Next.

Mrs A Wheeler

Choose Teachers

Mr J Brown

If there is a teact

appointment schedule based on the times you're available to attend. To pick

Step 3: Select Booking Mode

the times to book with each teacher, choose *Manual*. Then press *Next*.

Choose Automatic if you'd like the system to suggest the shortest possible

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

Confirm Appointment Times The following appointments have been reserved for two minutes: if you're hopy with them, please choose it to Accept butins at the bottim: Image: State of the bottim:



Martin Annual Martin</

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 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 (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.