Parents' Guide for Booking Appointments



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



Step 1: Login

Fill out the details on the page then click the Log In button.

These details must match the contact details you have provided the school. (i.e. if you told the school your name was 'Joseph', you must write this and not 'Joe' as it will not recognise your account).

A confirmation of your appointment will also be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date of the event you wish to book.

Note: There is only one possible date showing at this point.

Unable to make the dates listed? Click I'm unable to attend.



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.

Note that 'Automatic' will be more useful when the event is a Subject Parents' Evening where you will be booking appointments with your child's subject teachers.



Step 4: Select Your Availability

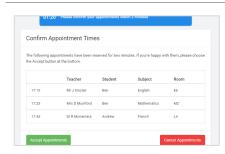
Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



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.

Note: For this event you can see the names of your child's Tutor.



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.



Step 7: Book Appointments

Click any of the green cells to make an appointment.

Blue cells signify where you already have an appointment, although this is not really relevant for this event as you are only booking one appointment with your child's Tutor.

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.



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.