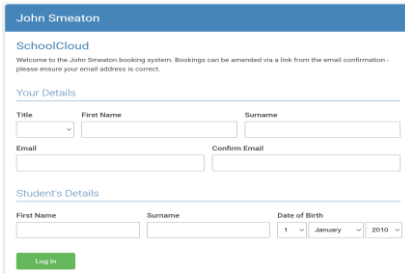


Browse to <https://johnsmeaton.schoolcloud.co.uk>



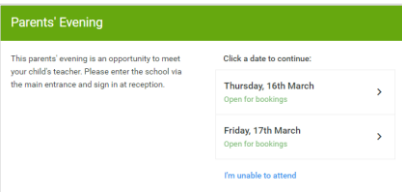
## Step 1: Login

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

You need to enter your Title, First Name, Surname and Email address.

You also need to enter the Student First Name, Surname and DOB to verify your login.

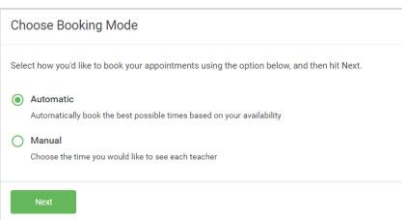
A confirmation of your appointments will be sent to the email address you provide.



## 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*.



## 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.

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

[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'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 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 Minamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## 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).

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

Year 7 Informal Evening  
Thursday 18th Sept

18:10 Mr J Brown Ben English E6

18:25 Mrs D Mumford Ben Mathematics M2

18:40 Dr R Minamara Andrew French L4

18:55 Mrs A Wheeler Ben Class 11A (L1)

## Step 6: View bookings

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*.

**Finished - Appointments Saved**

Your appointments have been saved and an email will be sent confirming your appointments.

[Click here to view/print your appointments or invite another parent/guardian to the video call.](#)

There is also an option to invite an additional parent/guardian to attend the video call after saving your appointment with the link above.

## Step 7: Add another parent/Carer

Once you have made your appointment, it will tell you that you have finished the process. You can then select the hyperlink to view the appointment and to add another person.

Year 7 Informal Parents Evening  
1 appointment from 18:10 to 18:15  
Tuesday, 19th October  
Video call

[Print](#) [Amend Bookings](#) [Invite Parent/Guardian](#) [Subscribe to Calendar](#)

## Step 8: Inviting another

Once you have clicked the hyperlink, you can then select invite parent/guardian, a new dialogue box will then appear.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name \*  
e.g. John Smith

Email \*  
e.g. johnsmith@example.com

Anyone with access to the email will be able to join the video call

I accept this will share the parent's name, student's name, and list of appointments

[Send Invite](#) [Close](#)

## Step 9: Add in others details

For the additional person you wish to add, enter in their name and email address and click you consent to sharing times and then send invite. This will then send a link to your additional parents.