

Parents' Guide for Booking Appointments

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

Step 1: Login

Follow the link <https://balshawsce.schoolcloud.co.uk/>

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.

Step 2: Select Parents' Evening

Click on the date you wish to book.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	Grey	Blue ✓	Grey
16:40	Grey	White	Grey
16:50	Green +	White	Green +
17:00	Green +	White	Green +

Step 3: 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.

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.

Teacher	Student	Subject	Book
16:30 Mr J Brown	Ben	English	Book
16:30 Miss B Patel	Andrew	English	Book
16:50 Mrs A Wheeler	Ben	English	Book
16:50 Miss B Patel	Andrew	Mathematics	Book
17:00 Mrs A Wheeler	Andrew	Science	Book

Step 4: 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*.