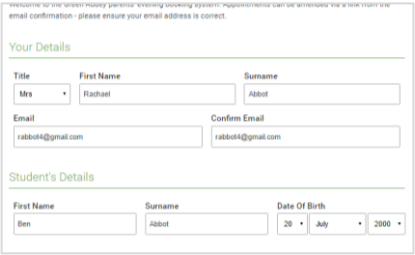
Parents' Guide for Booking Appointments

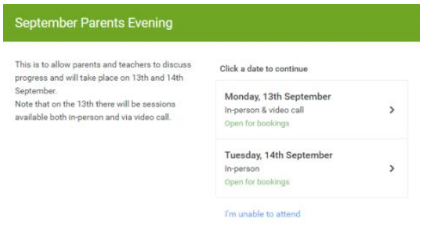
Browse to https://birkenheadsixthformcollege.schoolcloud.co.uk/



Step 1: Login

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

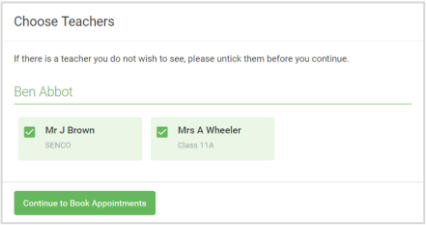
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

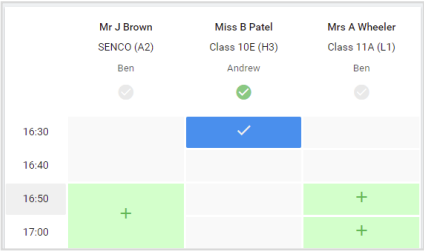
Click on the date you wish to book.

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



Step 3: 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.



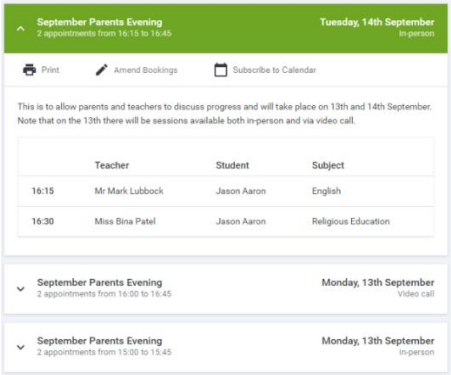
Step 4: Book Appointments

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.



Step 5: 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*.