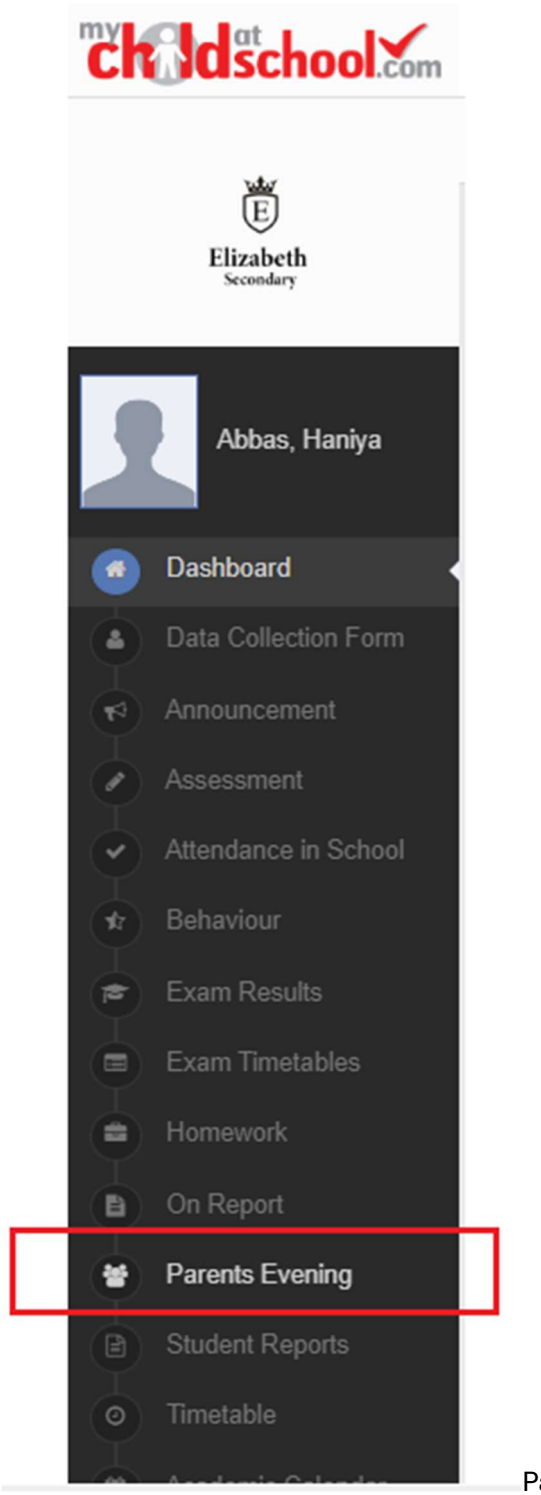
How to book Parents Evening appointments using MCAS

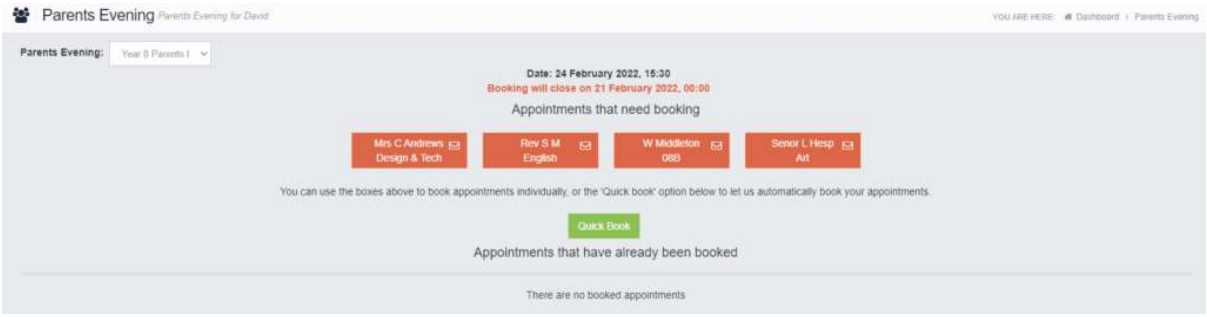
Parents can use this guide to learn how to book their **Appointments** for **Parents Evening**. This includes **Booking Manually** or using the **Quick Book** option with the **Parent Portal** on a desktop view or from the **Parent Portal App**.

Login to the **MCAS Parent Portal** desktop view from **http://www.mychildatschool.com** then from the left **Menu** select the **Parents Evening** option.



Parents Evening

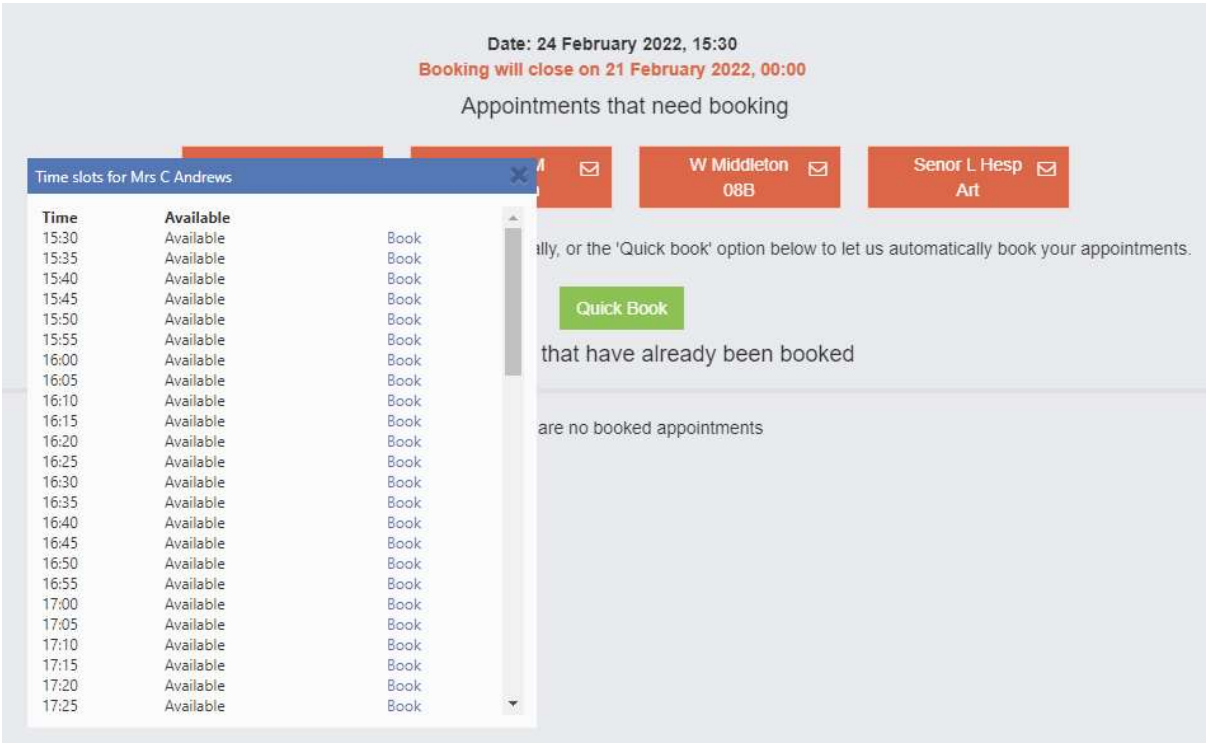
This will open the **Parents Evening** page displaying available **Appointments** that can be booked in the red blocks.



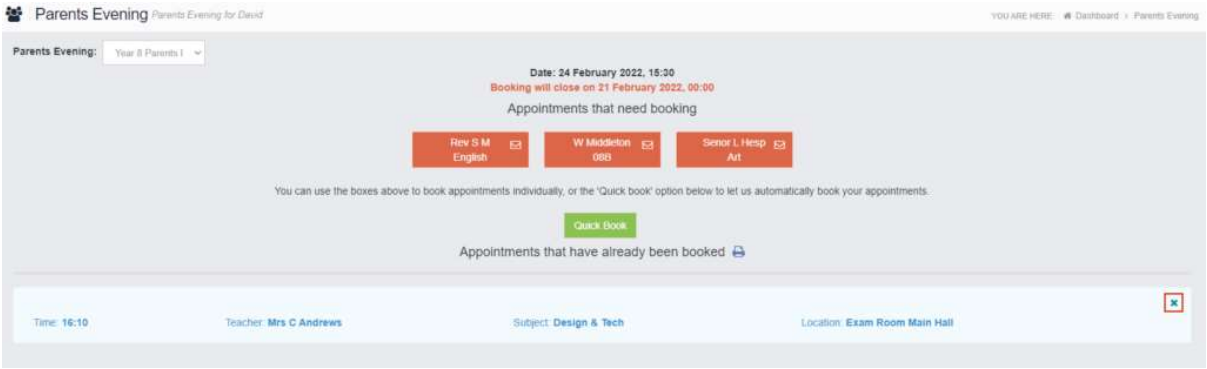
Appointments that need booking

Booking Appointments Manually

The available **Appointments** are displayed in red **Blocks**, click on a **Red Block** to **Book** your **Appointment**. Then from the available listed **Times** click on the word **Book** to the right.

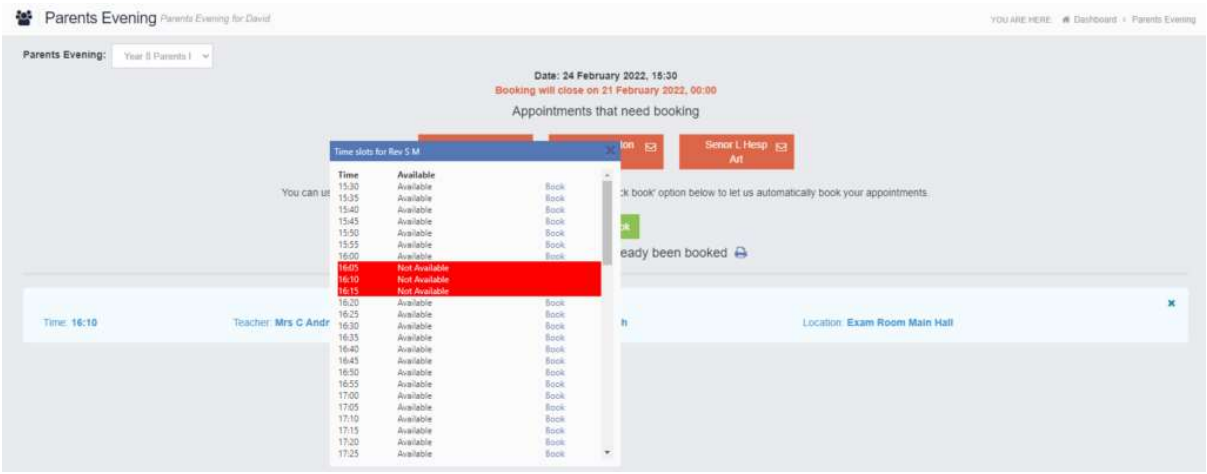


The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again.



Booked Appointment

If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**.

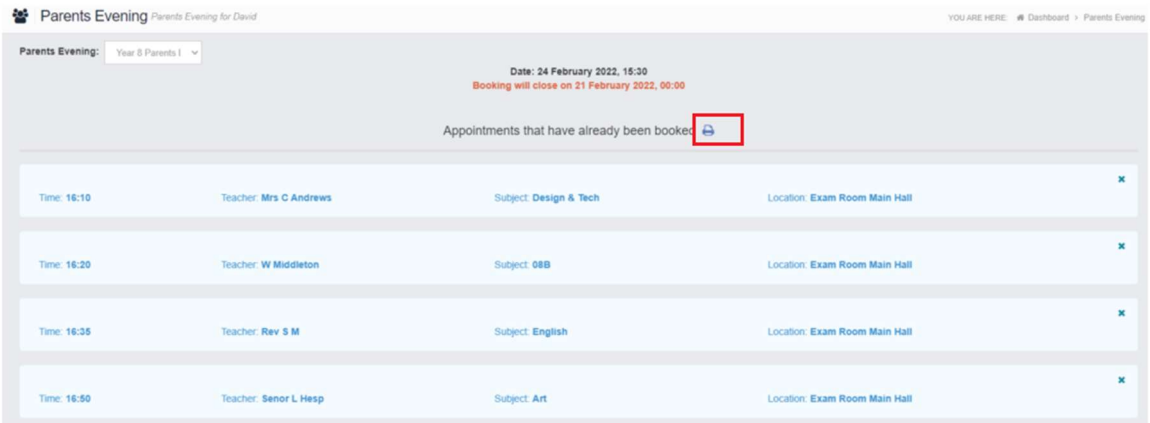


Not available

When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

Clicking on the **Print** icon will allow you to **Print** all of the **Booked Appointments**.



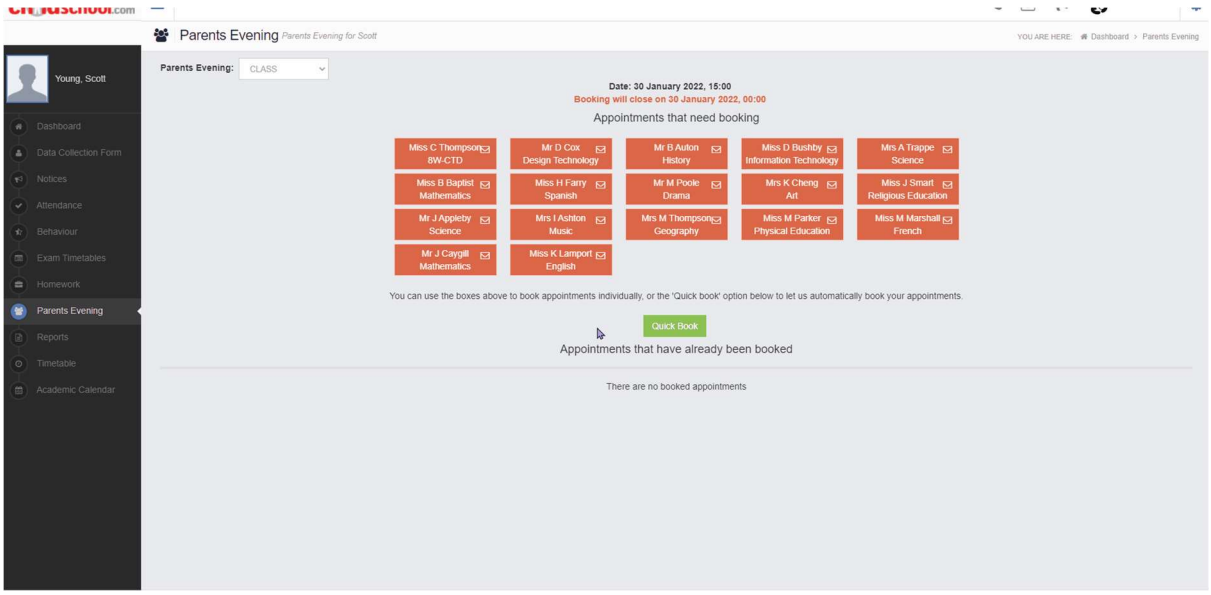


Print Icon

Using the Quick Book Option

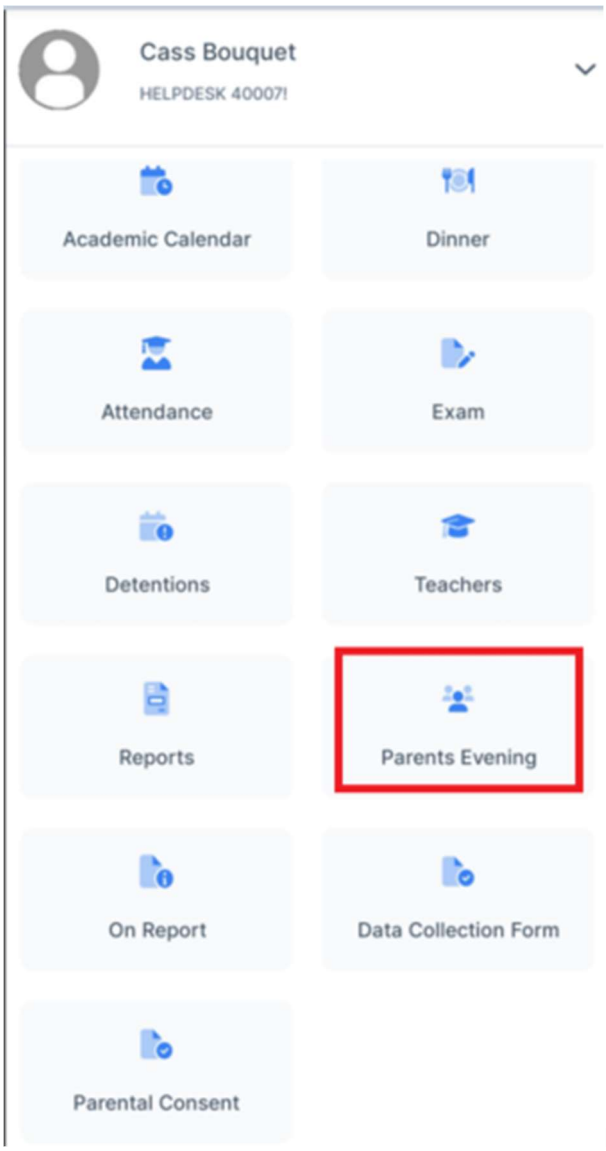
Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**. When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button. All of your **Appointments** will then be selected, to deselect a time untick the box, when finished click the **Book Bookings** button to save the **Appointments**, which will then be displayed.

To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top ready to be **Booked** again using the **Manual** or **Auto-Booking** options.



Booking Appointments Manually with the MCAS Parent App

Select **Parents Evening** from the menu.



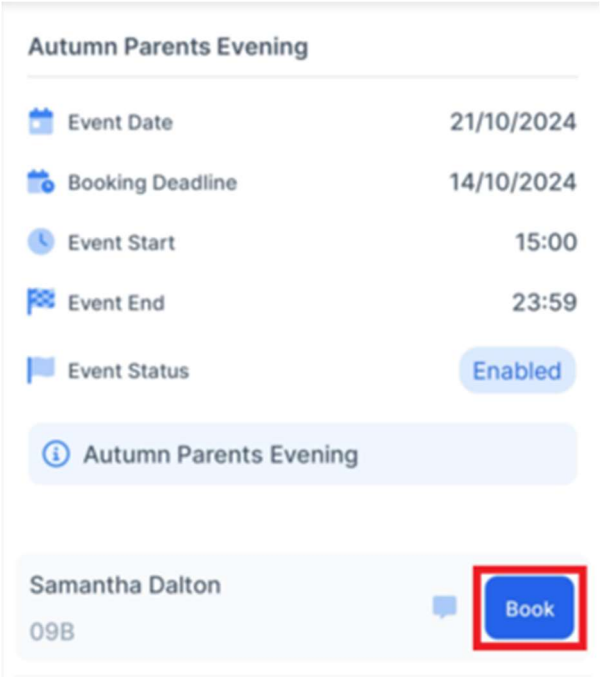
Parents Evening

Select the **Parents Evening** you would like to book sessions for from the list.



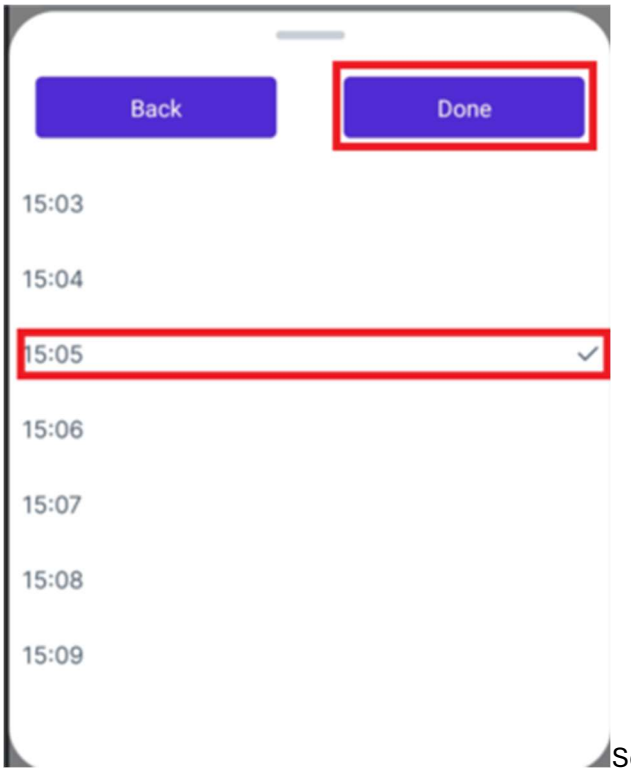
Select Parents Evening

This will display a list of all the teachers you are able to book sessions with. Click **Book** next to the name of the **Teacher** you would like to book an **Appointment** for.



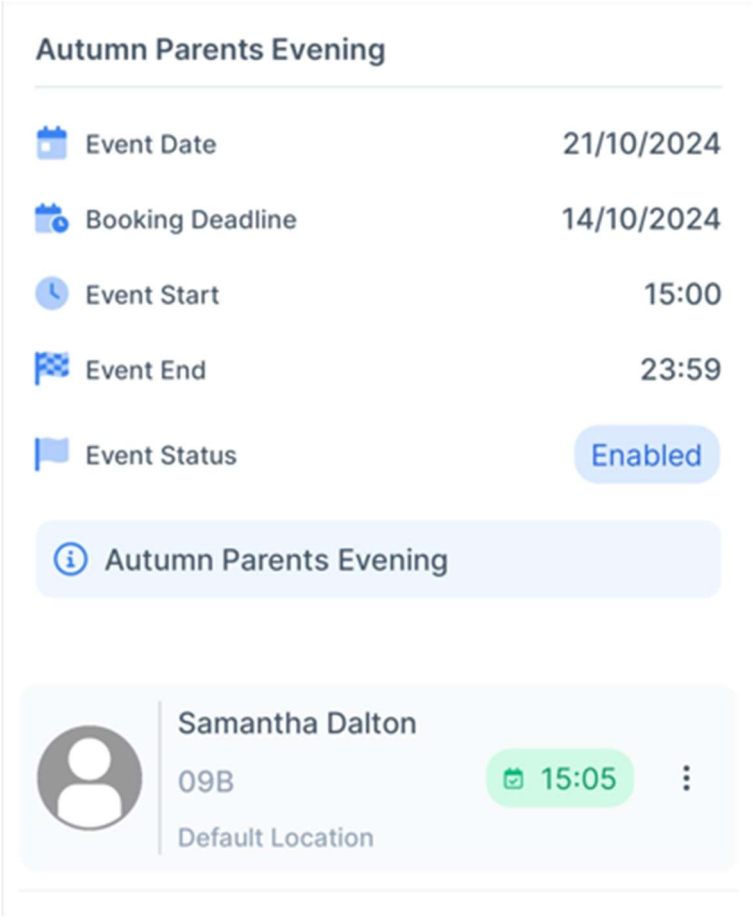
Book

This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you're happy, click **Done.**



Select Time

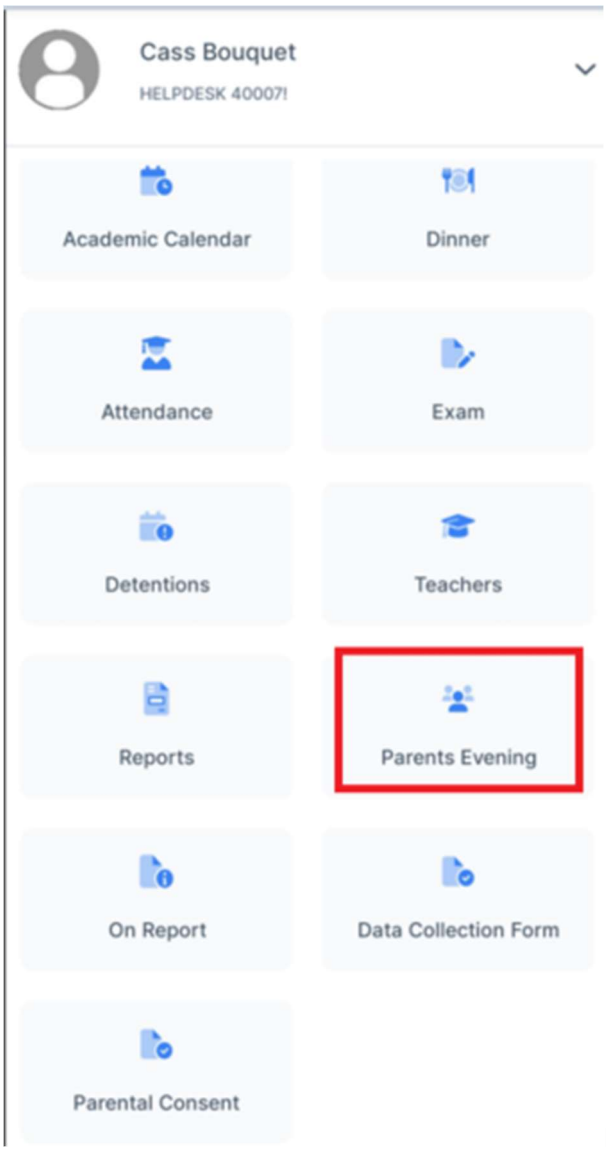
Your selected time will then appear in green next to the **Teacher.**



Confirmed Appointment

Using the Quick Book Option with the MCAS Parent App

Select **Parents Evening** from the menu.



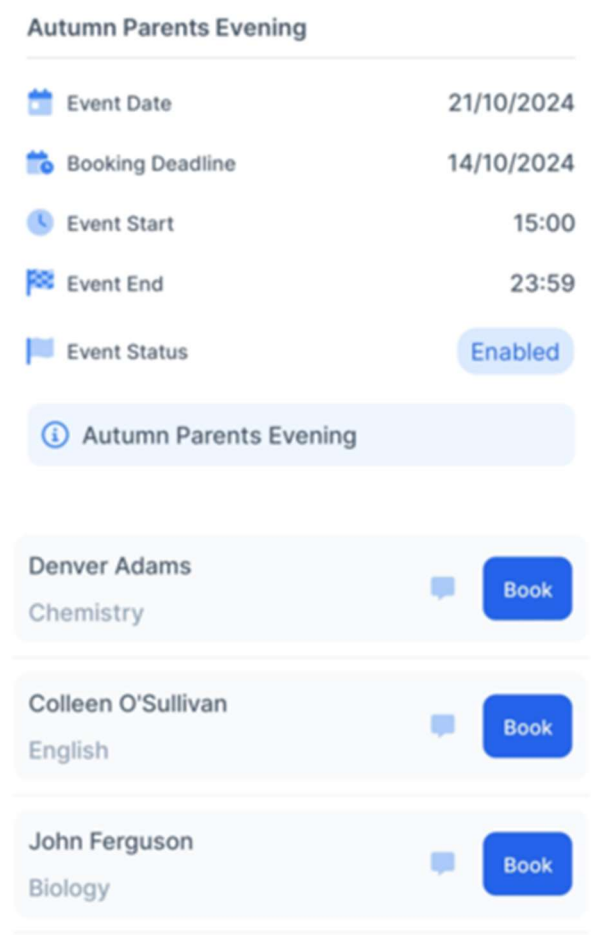
Parents Evening

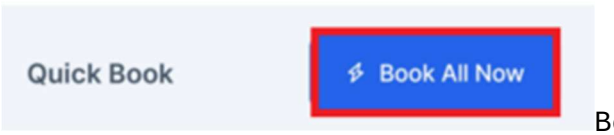
Select the **Parents Evening** you would like to book sessions for from the list.



Select Parents Evening

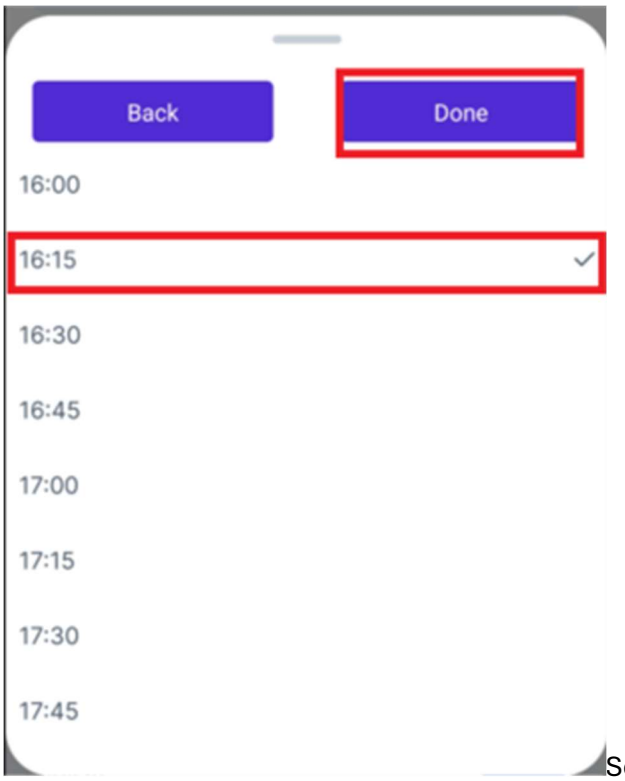
This will display a list of all the teachers you are able to book sessions with. Click **Book All Now** at the bottom of the screen.





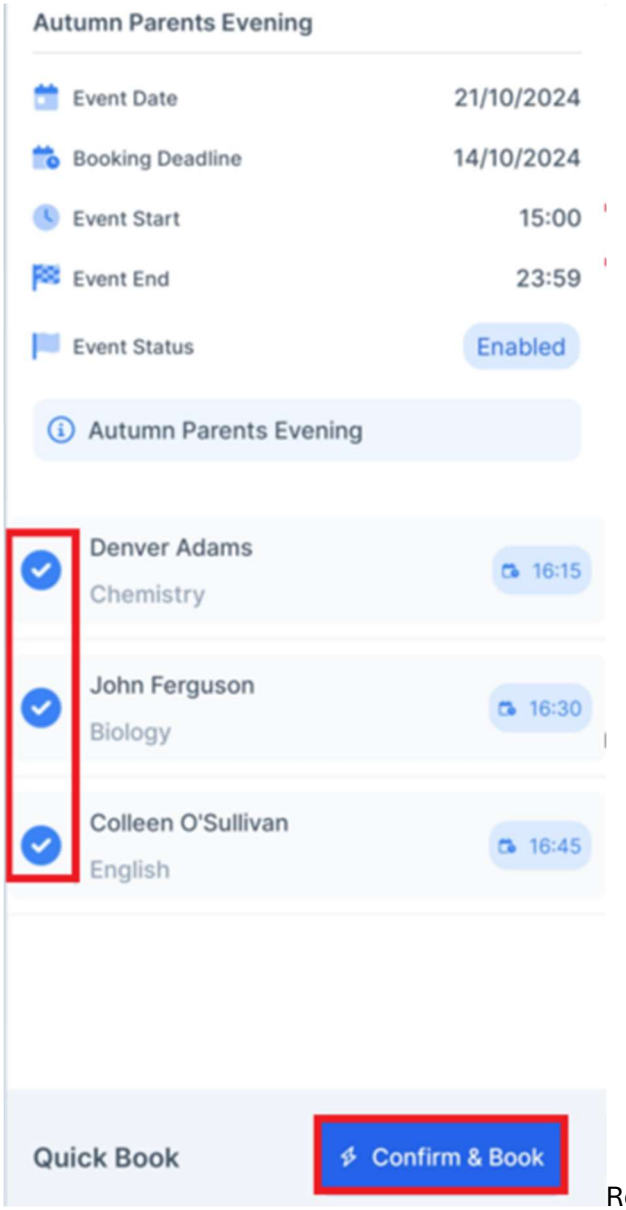
Book All Now

This will open a time picker, select the time that you will be arriving for the parents evening and click **Done.**



Select Arrival Time

This will then automatically allocate **Appointments** to you based on the booking rules set up by the **School**. If there are any **Appointments** that you are unhappy with and would like to manually review, untick them using the tick boxes to the left. Once only those **Appointments** that you are happy with are selected click **Confirm & Book.**



Review Automatic Schedule

The appointments will then display in green to indicate they are confirmed.
Any **Appointments** that you unticked will be available to book manually.

Autumn Parents Evening

Event Date	21/10/2024
Booking Deadline	14/10/2024
Event Start	15:00
Event End	23:59
Event Status	Enabled

Autumn Parents Evening



Denver Adams
Chemistry
Default Location
16:15



John Ferguson
Biology
Default Location
16:30



Colleen O'Sullivan
English
Default Location
16:45