


## Booking appointments using Edulink One

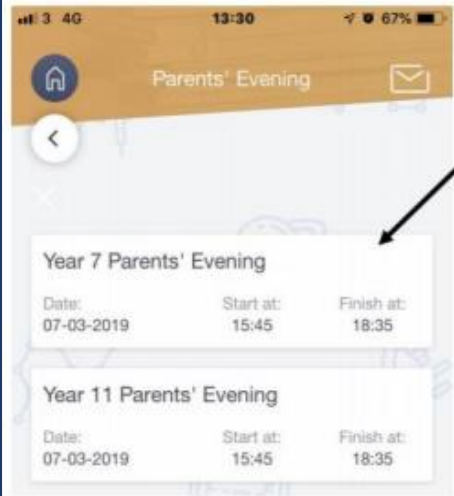



The booking system can be accessed by downloading the 'Edulink One' app from your usual app store. Alternatively, you can access the booking system via the website - [www.edulinkone.com](http://www.edulinkone.com). Please enter the school postcode HD8 9JX and log in using your username and password.

**App Version**



From the home screen, navigate to the Parents' Evening icon (displayed below). You may need to scroll down on the screen to view this

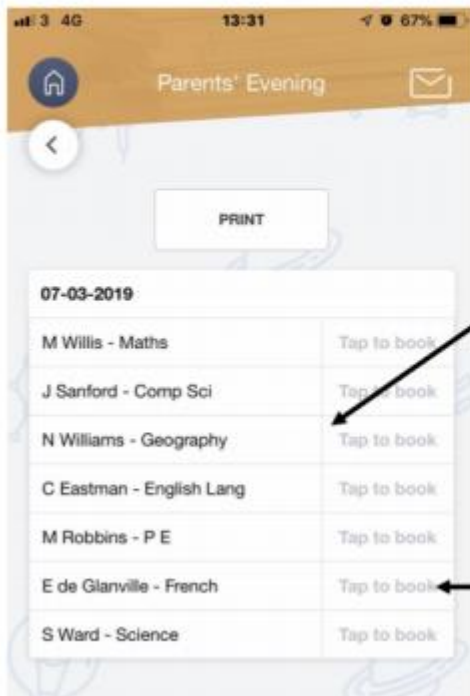


The Parents' Evening button will take you to the following screen

Select the appropriate option

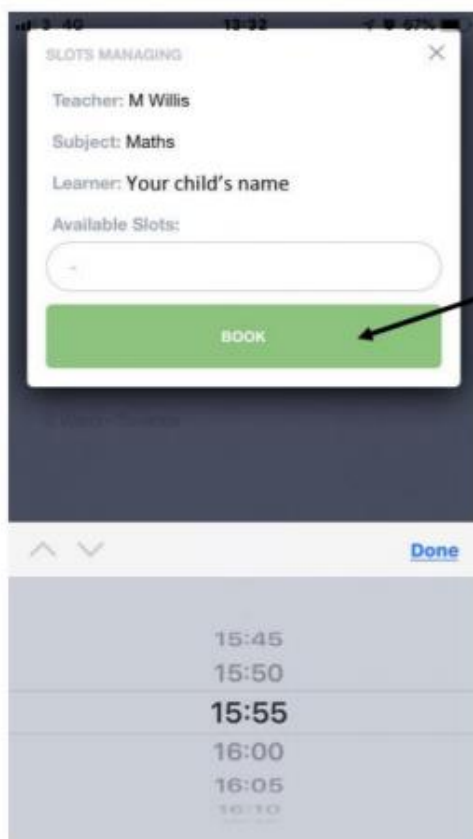
Please note that information will only show here if the booking system is **currently live and open**

Once you have selected the Parents' Evening you will be attending, you will need to book time slots.



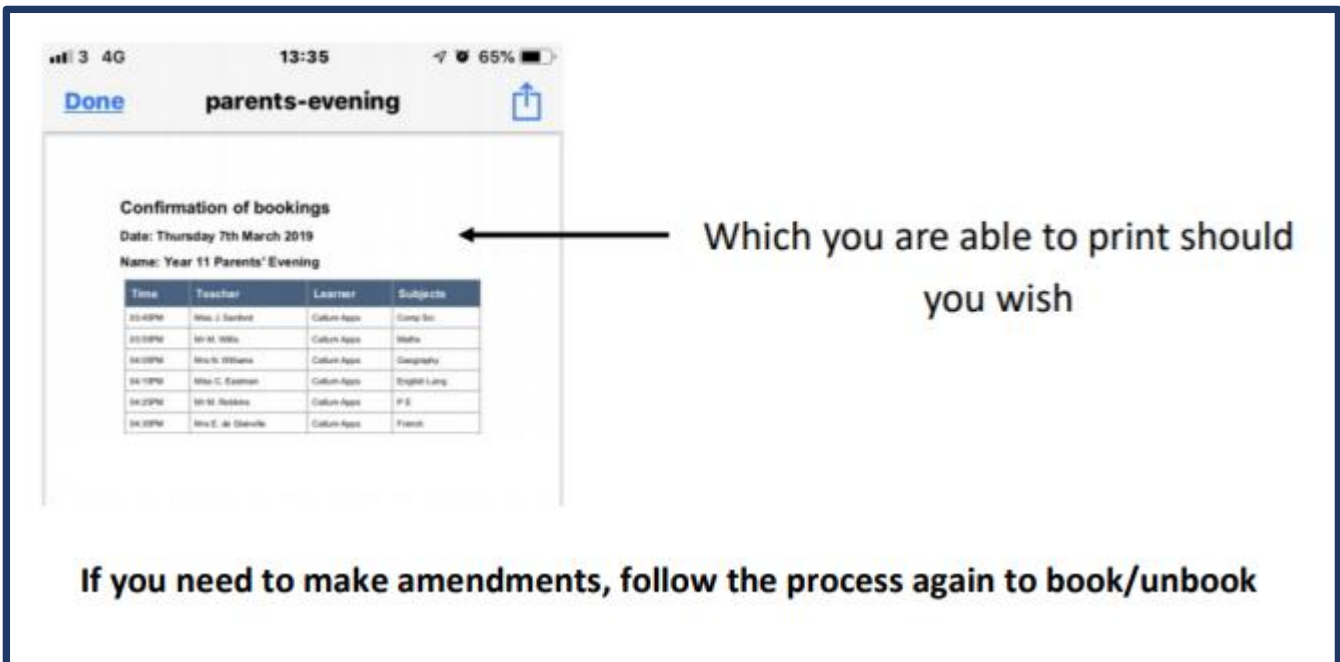
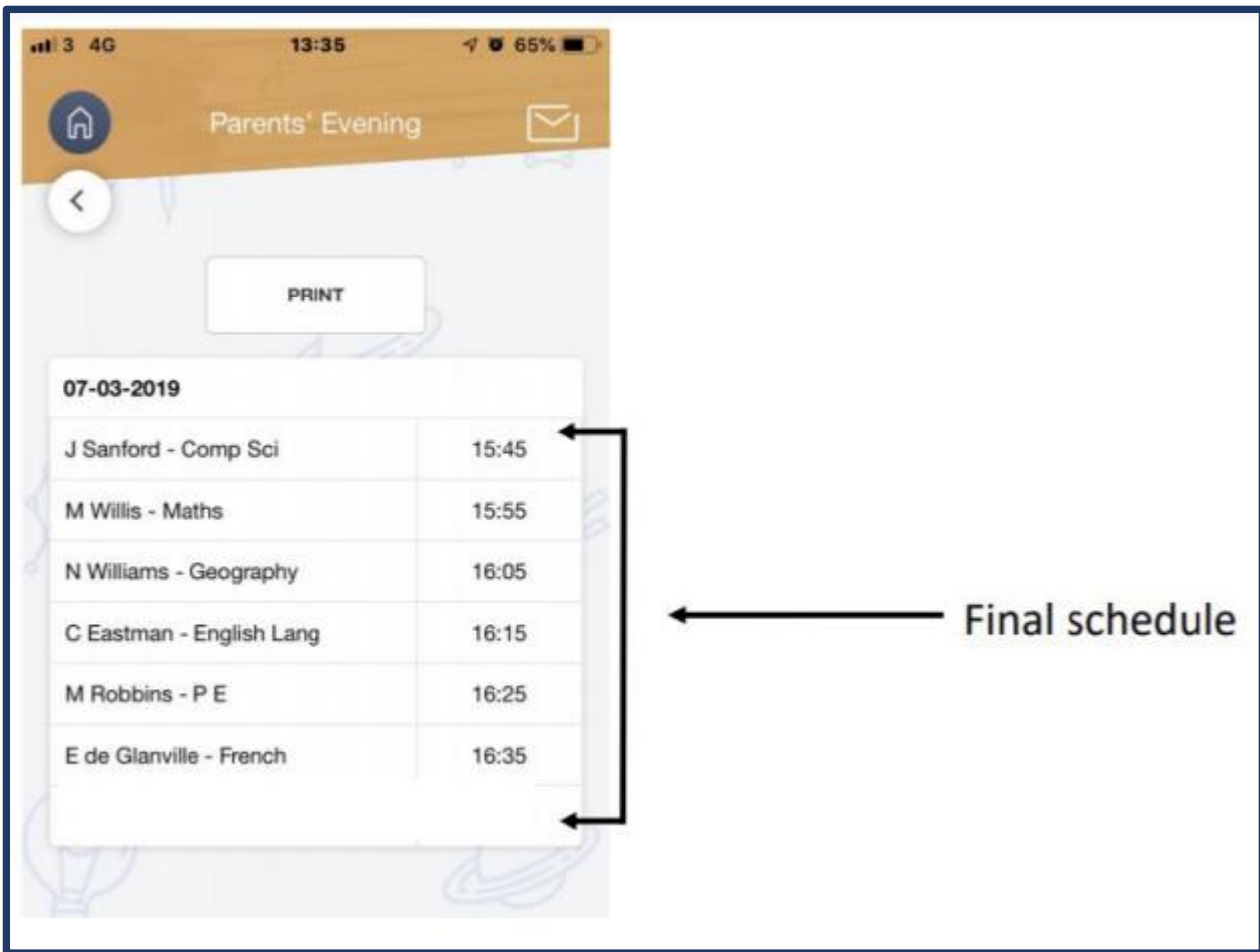
All teachers on your child's timetable will appear here

Press 'Tap to book' to choose times to suit you. Please choose up to six subjects



Select the 'BOOK' button to confirm, complete for all subjects





## Desktop Version



From the home screen, click 'more', then click the Parents' Evening icon (displayed below)



The Parents' Evening button will take you to the following screen

Name	Information	Date	Start time	End time
Year 7 Parents' Evening		07-03-2019	15:45	18:35
Year 11 Parents' Evening		07-03-2019	15:45	18:35

Select the appropriate option

Please note that information will only show here if the booking system is **currently live and open**

Once you have selected the Parents' Evening you will be attending, you will need to book time slots.

Slots: Maths (Teacher: M Wells, Learner: ), Comp Sci (Teacher: J Sanford, Learner: ), Geography (Teacher: N Williams, Learner: ), English Lang (Teacher: C Eastman, Learner: ), P.E (Teacher: M Robbins, Learner: ), French (Teacher: E de Glanville, Learner: ), Science (Teacher: S Ward, Learner: )

07-03-2019

15:45  
15:50  
15:55  
16:00  
16:05  
16:10  
16:15  
16:20  
16:25  
16:30  
16:35

BOOK SLOT  
Date: 2019-03-07 16:00:00  
Subjects: Maths  
Learner:  
Comment:  
Add comment

CANCEL BOOK

All teachers on your child's timetable will appear here

Click on the boxes to choose times to suit you. Please choose up to six subjects

Click the 'BOOK' button to confirm, complete for all subjects

07-03-2019

15:45  
15:50  
15:55  
16:00  
16:05  
16:10  
16:15  
16:20  
16:25  
16:30  
16:35

Final schedule

PRINT EMAIL ME

Which you are able to print or email to yourself should you wish

If you need to make amendments, follow the process again to book/unbook