

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

The 'User Details' form contains two sections. The first section has fields for 'First Name' (with a dropdown menu), 'Surname', 'Email', and 'Email Confirm'. The second section, 'PARENT'S DETAILS', has fields for 'First Name', 'Surname', and 'Date of Birth' (with a date picker). A green 'Next' button is at the bottom.

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.

The 'Parents' Evening' screen shows a message: 'This parents evening is no longer valid! It must now finish earlier. Please enter the school on the main website and log in or register.' It lists two dates: 'Thursday 16th March' and 'Friday 17th March', each with a 'Click for bookings' link. A link 'I'm unable to attend' is at the bottom.

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*.

The 'Choose Booking Mode' screen has a message: 'Select how you'd like to book your appointment using the system below and click Next.' It has two radio buttons: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

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.

The 'Choose Teachers' screen has a message: 'If there is a teacher you do not wish to see, please click 'X' before you continue.' It shows two teacher cards: 'Mr J Brown' and 'Mrs A Wheeler', both with a green tick and a 'Click to see' link. A green 'Continue with appointments' button is at the bottom.

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.

The 'Confirm Appointment Times' screen has a message: 'The following appointments have been reserved for you. If you're happy with them, please choose the times below and click the button.' It shows a table with columns: Teacher, Student, Subject, Room, and Time.

Teacher	Student	Subject	Room	Time
Mr J Brown	Mr J Brown	Maths	Wright	10
Mrs A Wheeler	Mrs A Wheeler	Maths	Wright	10
Mrs A Wheeler	Mrs A Wheeler	Maths	Wright	10

Buttons for 'Accept appointments' (green) and 'Cancel appointments' (red) are at the bottom.

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).

The manual booking grid shows three teachers: 'Mr J Brown', 'Mrs B Patel', and 'Mrs A Wheeler'. The grid has columns for each teacher and rows for times: 14:30, 15:00, 15:30, and 17:00. Green cells indicate available slots, blue cells indicate booked slots, and grey cells indicate unavailable slots.

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.

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.

The 'My Bookings' page shows a list of appointments with columns for 'Teacher', 'Student', 'Subject', 'Room', and 'Time'. There are buttons for 'Print' and 'Subscribe to Calendar'.

Step 6: 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*.