

Browse to <https://embsay.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: 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.

## Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

## Step 5: 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.

Time	Teacher	Subject	Subject	Room
11:10	Mr J Bond	Sci	English	10
11:15	Mrs A Wheeler	Sci	Mathematics	101
11:20	Mr J Bond	Maths	Sci	10

## Step 6: Book Appointments (Automatic)

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.

	Mr J Street SENCO (A2) Sun	Miss E Patel Class TIE (H) Active	Ms A Wheeler Class TIA (L1) Sun
16:30		✓	
16:45			
16:55	+		+
17:00			+

## Step 7: 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.

September Parents Evening			Thursday 14th September
Print	Amend Bookings	Subscribe to Calendar	
<p>This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in person and on video call.</p>			
Time	Teacher	Student	Subject
16:15	Mr Mark Liddell	Alexis Harris	English
16:30	Miss Nina Patel	Alexis Harris	Religious Education
<b>September Parents Evening</b> 2 appointments from 16:30 to 16:45			<b>Monday 13th September</b> 1 appointment
<b>September Parents Evening</b> 2 appointments from 16:45 to 17:00			<b>Monday 13th September</b> 1 appointment

## Step 8: 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*.