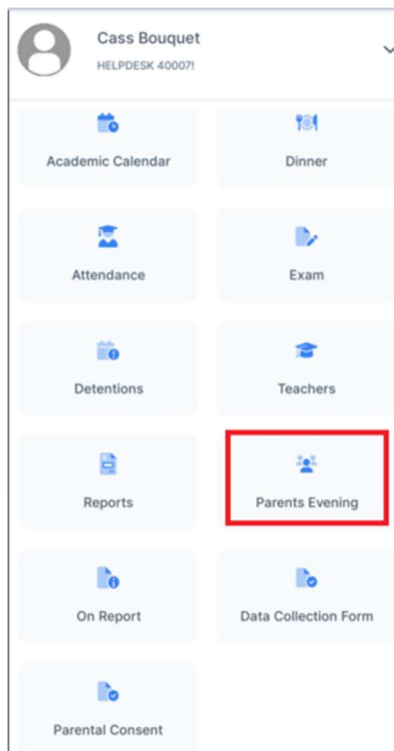


Booking Appointments Manually with the MCAS Parent App

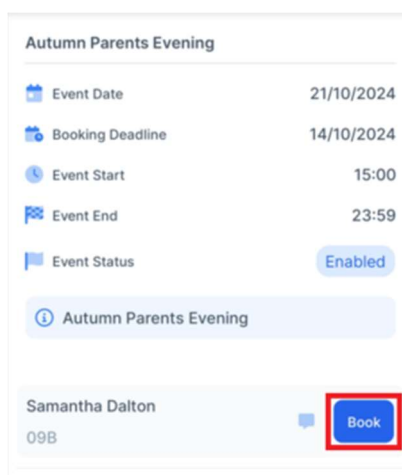
Select **Parents Evening** from the menu.



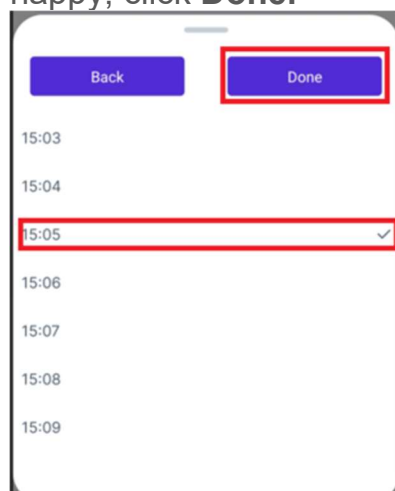
Select the **Parents Evening** you would like to book sessions for from the list.



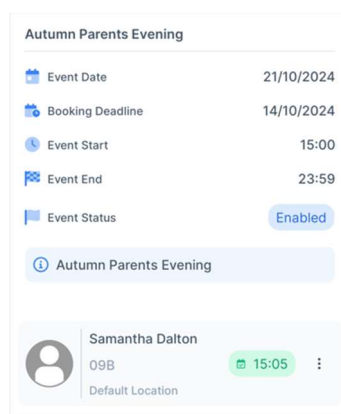
This will display a list of all the teachers you are able to book sessions with. Click **Book** next to the name of the **Teacher** you would like to book an **Appointment** for.



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**.

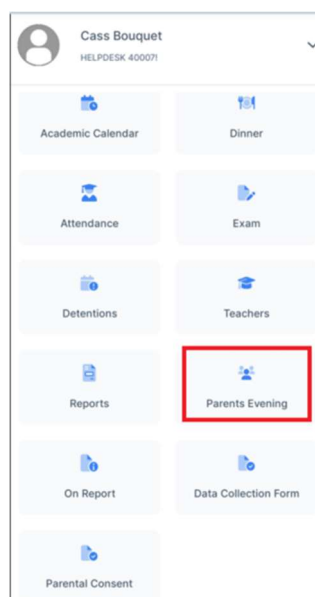


Your selected time will then appear in green next to the **Teacher**.



Using the Quick Book Option with the MCAS Parent App

Select **Parents Evening** from the menu.

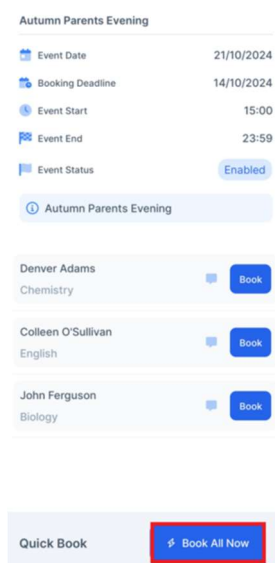


Pare

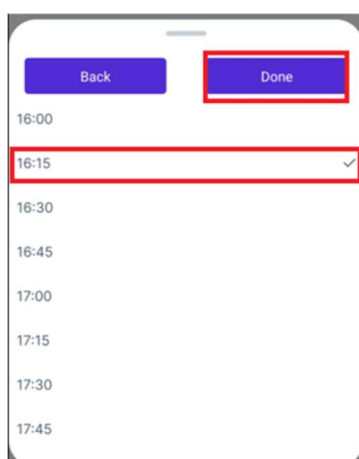
Select the **Parents Evening** you would like to book sessions for from the list.



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.



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



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**.

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

16:15

☒

John Ferguson

Biology

16:30

☒

Colleen O'Sullivan

English

16:45

Quick Book

Confirm & Book

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

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John Ferguson

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