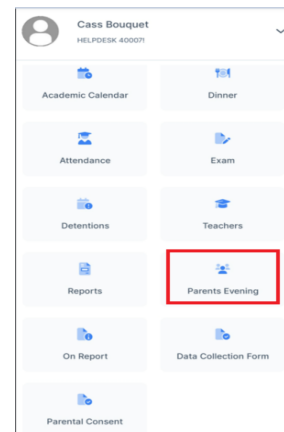
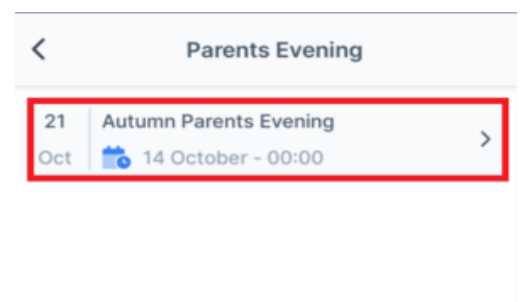


How to book Parents' Evening Appointments in MCAS app

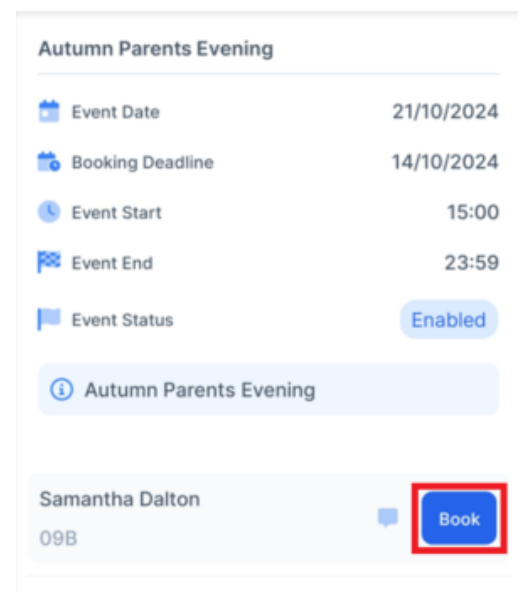
1. Select Parents Evening from the menu and then select the Parents Evening you would like to book sessions for from the list.



2. 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.



3. 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.



4. Your selected time will then appear in green next to the Teacher and the confirmation screen will then show your booked appointment.

Using the Quick Book Option with the MCAS Parent App - Using 'Book All Now' function

1. Select Parents Evening from the menu. Select the Parents Evening you would like to book sessions for from the list.
2. 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.
3. This will open a time picker, select the time that you will be arriving for the parents evening and click Done.
4. 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.
5. The appointments will then display in green to indicate they are confirmed. Any Appointments that you unticked will be available to book manually.

