

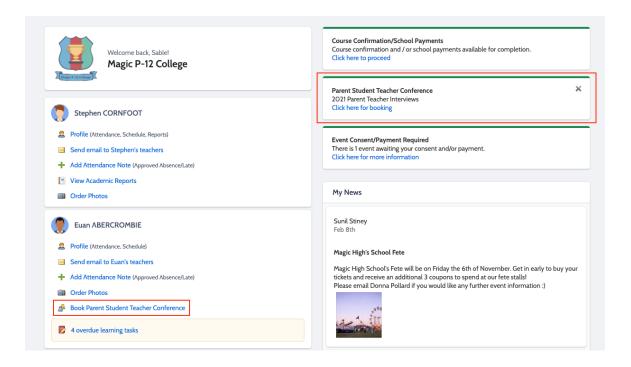
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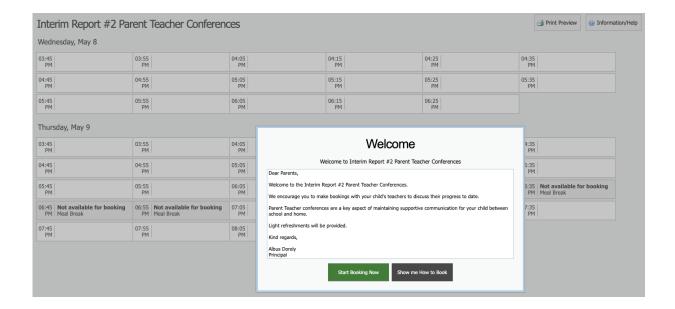
## **Browser Conference Booking Instructions**

Parents of all students enrolled in the conference cycle will have a notification on their Compass dashboardadvising them that they have a conference cycle open to make bookings for.

Click "Book Parent Student Teacher Conference"

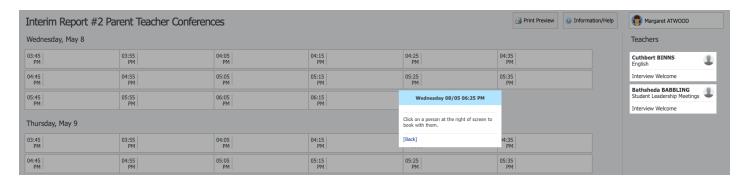


You can either choose *Start Booking Now* or if you need further instructions you can choose *Show me how to book* for detailed information



## **Timeslot**

To book by timeslot, the user will click the timeslot they are wanting to make the booking for. The teachers thatthey are eligible to book will be selectable on the right hand list if they are available at that time. If a teacher in the list is not available at the selected timeslot, they will be greyed out.



The user then needs to click the staff member on the right that they want to book with at that selected time. A confirmation will pop-up and they can then click 'OK' to make the booking.

