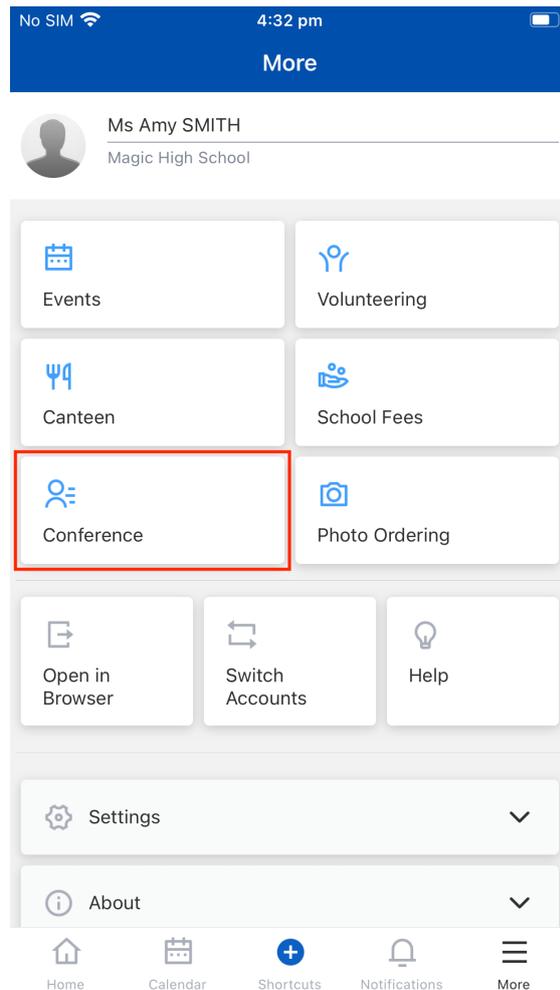
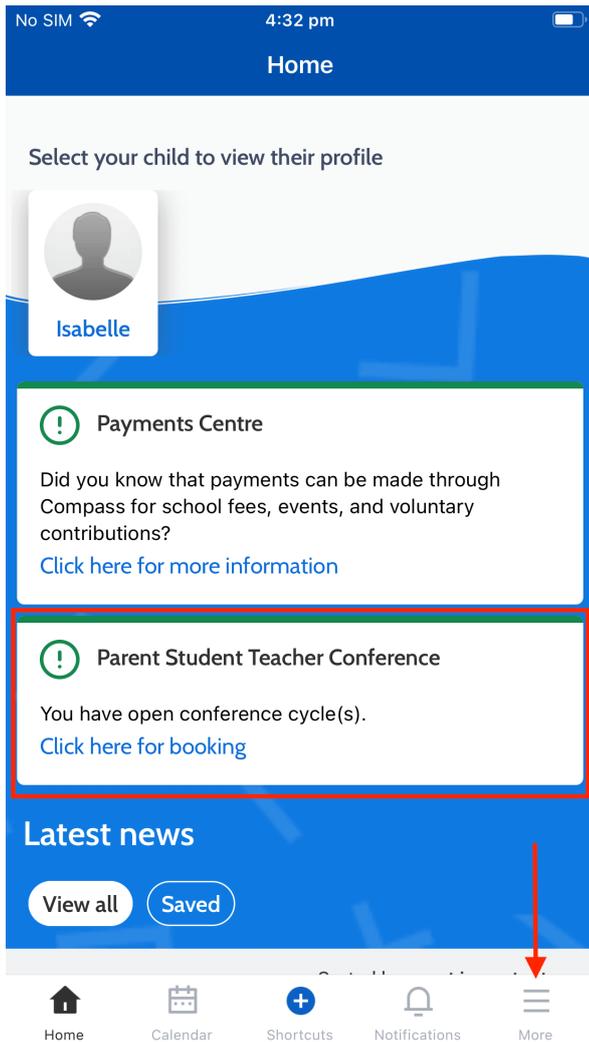
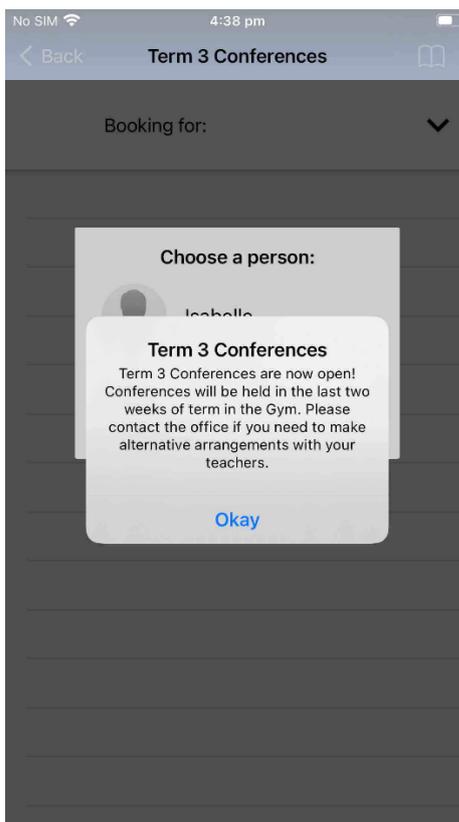
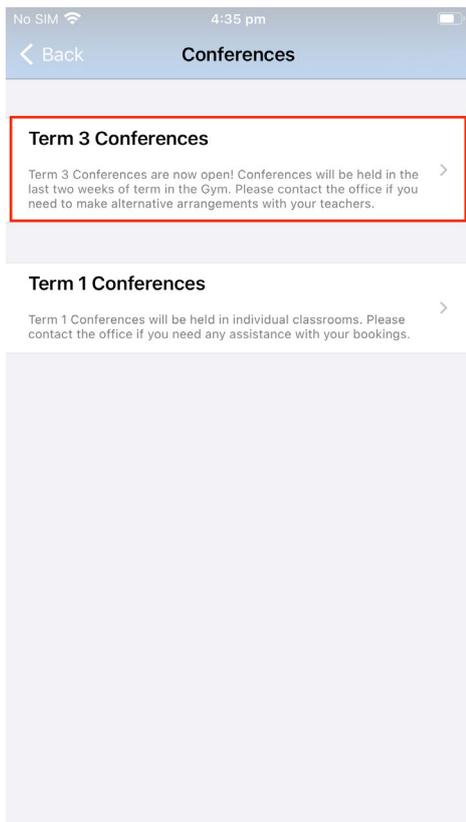


Mobile Conference Booking Instructions

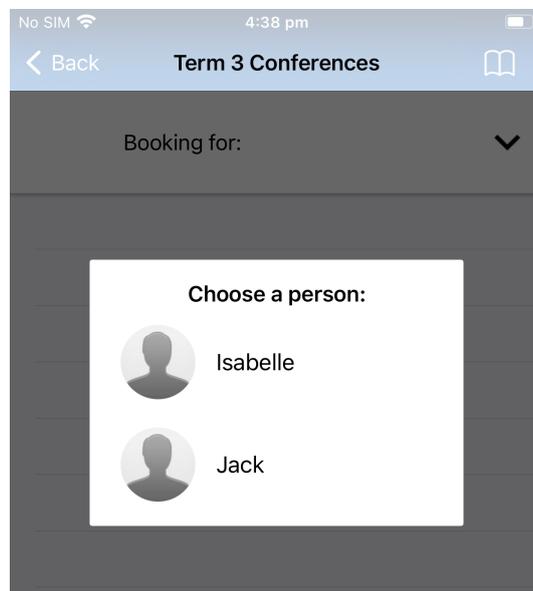
From the 'Home' page you may see a Dashboard notification letting you know that Conferences are open for booking. Select 'Click here for booking' to be taken to the main Conferences page. You can also access Conference booking by clicking the 'More' menu in the navigation bar along the bottom of the screen, and then selecting 'Conferences' from the menu tiles.



This will take you to the main Conferences page, where you can see all Conference cycles made available to you for booking. To start the booking process click on the conference cycle you'd like to book for.

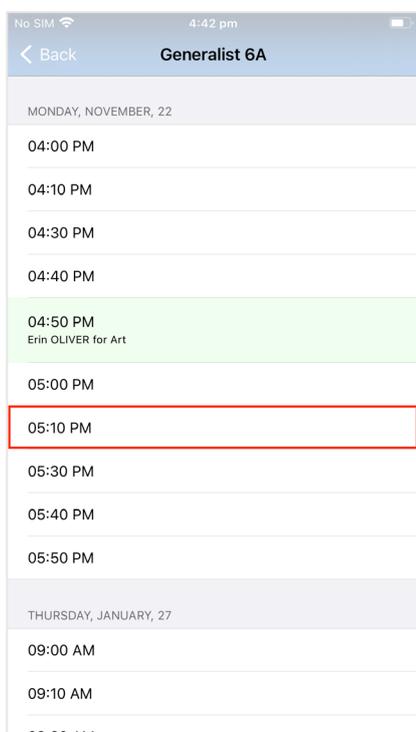
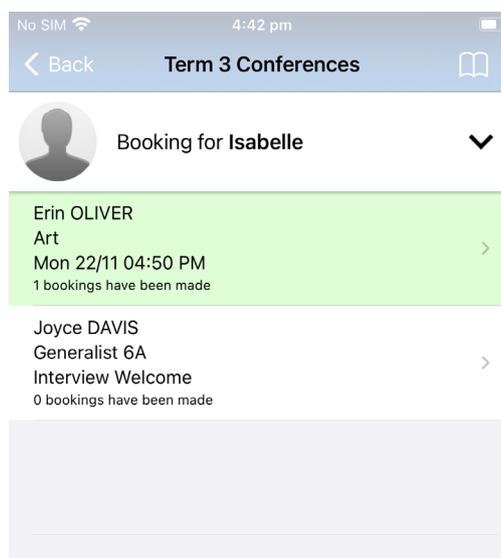
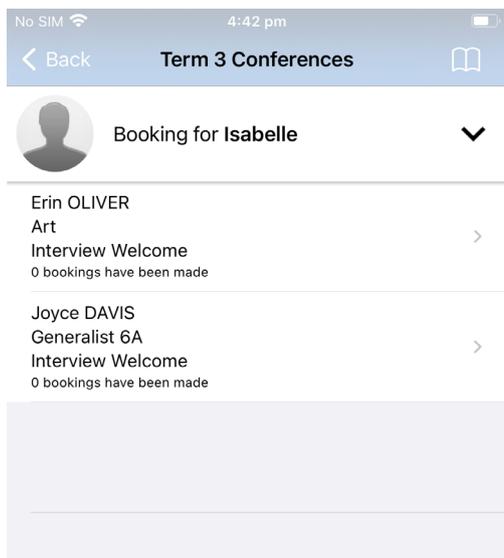


Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue. Then select your person – if you have more than one student pick the one you want to begin with.



You will then see a summary of all the teachers you can book with for the student you selected. Under the teachers name will be the reason for the booking - this can be a class code or reason (if the teacher does not teach the student).

Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below on the left, no teachers have been booked with. In the image on the right below the parent has already booked in with Erin Oliver but still needs to book with Joyce Davis. To book in with a teacher, you can just click their name.



This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight.

To book in just click an available (white) timeslot, like 5:10 PM in the screenshot.

Once you click 'Confirm Booking' you will see your booking on the schedule in a slightly darker green with the text bolded.

Click the 'Back' button at the top left corner to go back and make more bookings, or review all your bookings.

