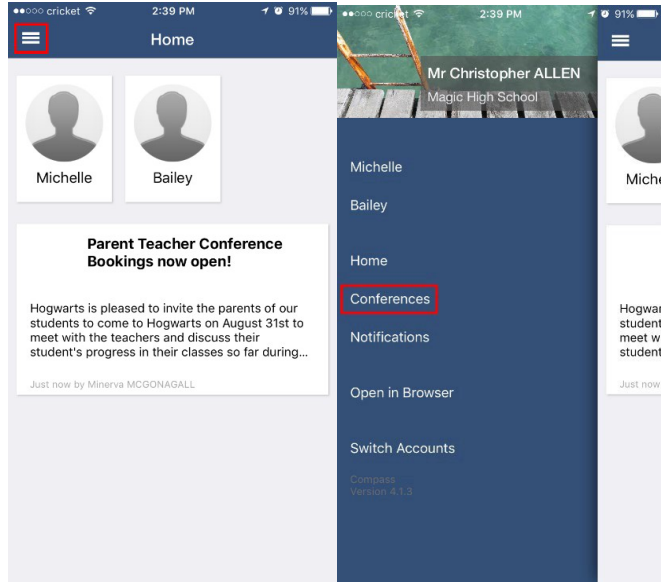
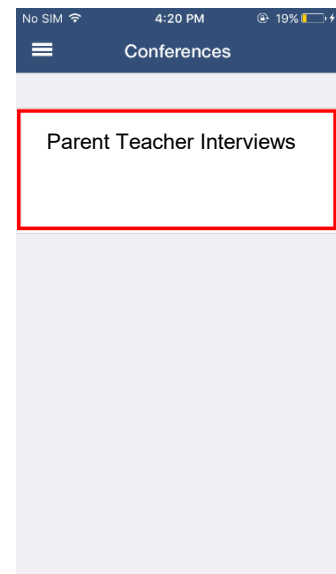


App Conference Booking Instructions

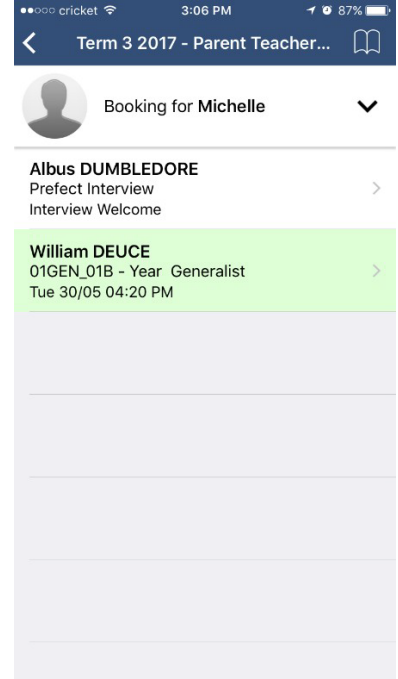
From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



This will take you to the main Conferences screen, where you can see all Conference cycles that the school has made available to parents and that one of your students is associated with. 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. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.



This will show you a summary of all the teachers you can book with for the student you selected. 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 the parent has already booked in with William Deuce but still needs to book with Albus Dumbledore. To book in with Albus Dumbledore the parent can just click Dumbledore's name.

