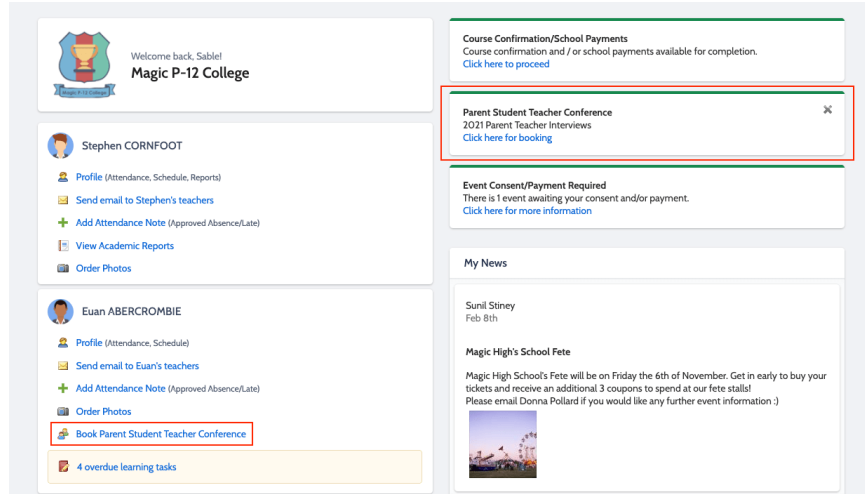


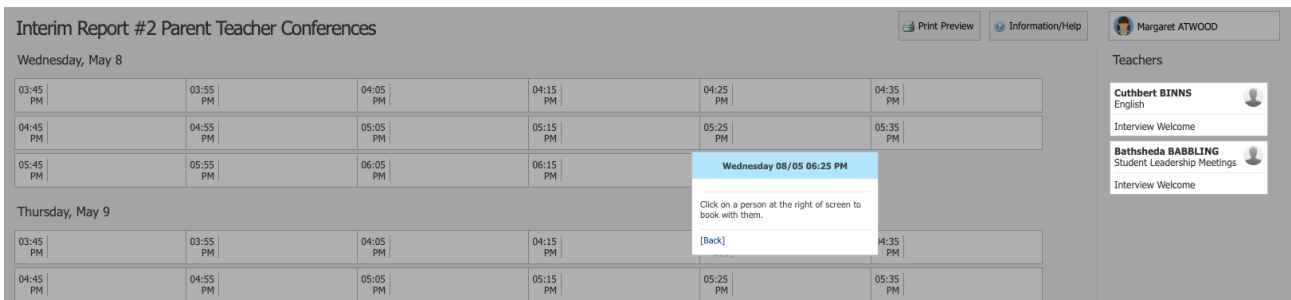
## Browser Conference Booking Instructions

Parents of all students enrolled in the conference cycle will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings for. Click "Book Parent Student Teacher Conference"



## Timeslot

To book by timeslot, the user will click the timeslot they are wanting to make the booking for. The teachers that they 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.



After selecting your time, then click the staff member on the right. A confirmation will pop-up and you can then click 'OK' to finalise the booking.

