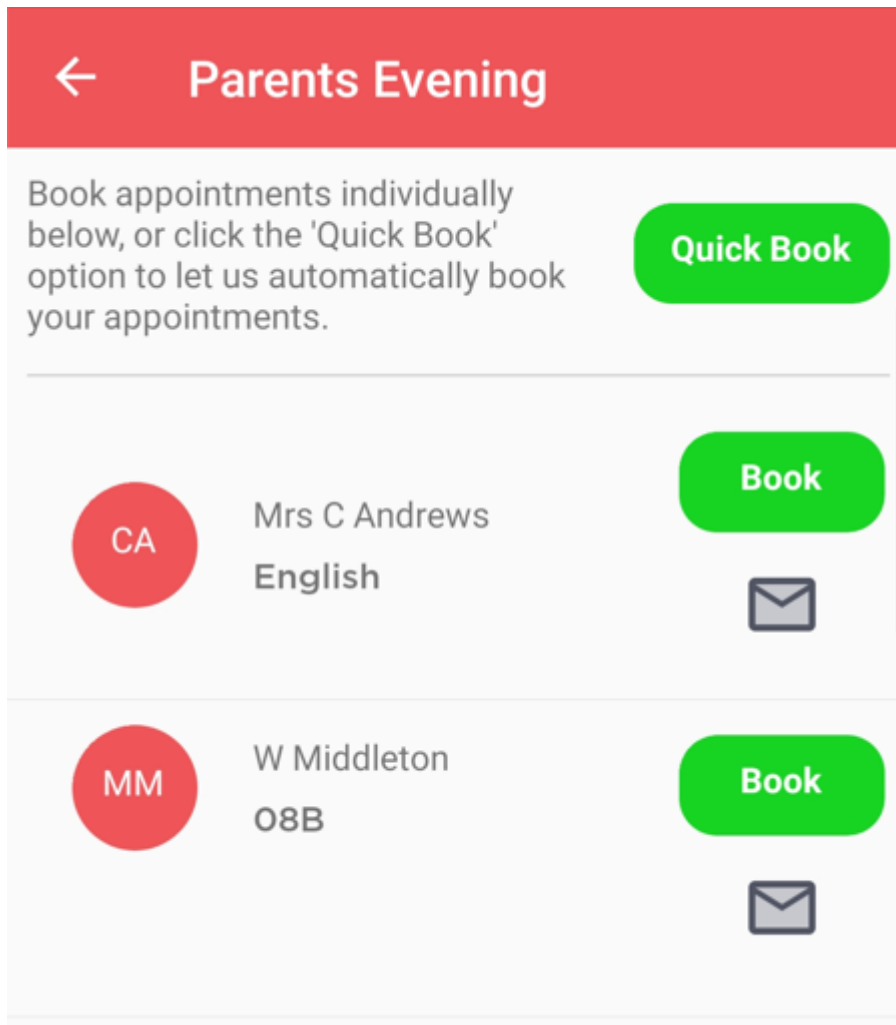
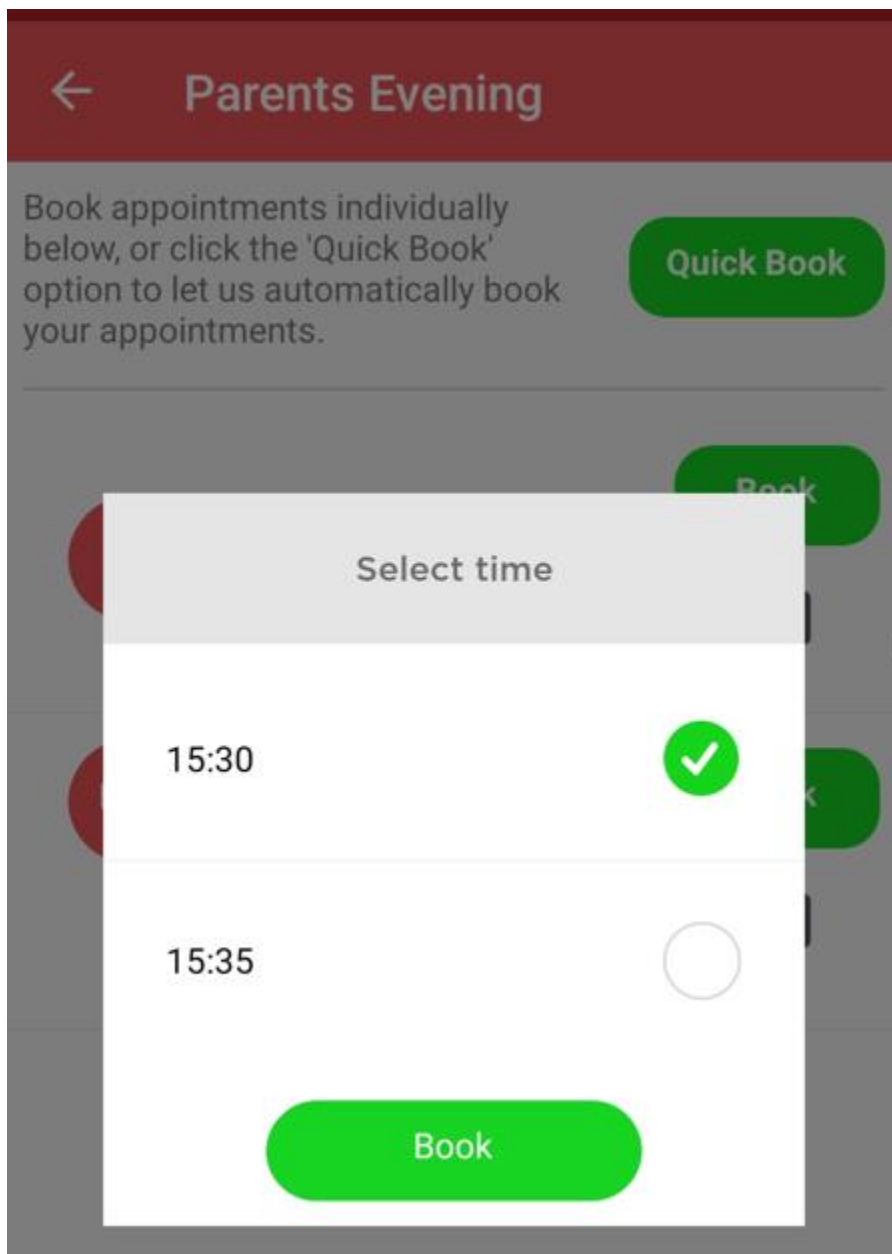


Booking Appointments Manually with the MCAS Parent App

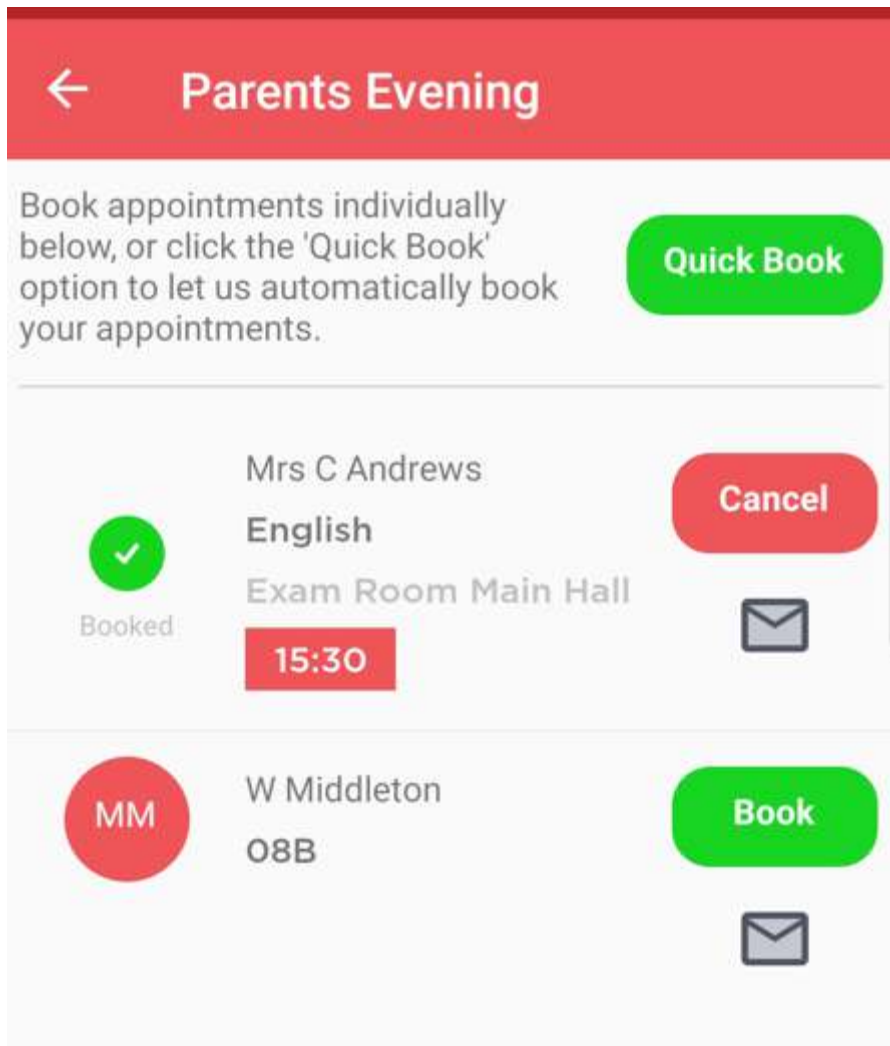
Log into the MCAS Parent App and from the Menu select Parents Evening, this will show a list of those available to you, select the one you wish to Book and click the Book button.



Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.



The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.



[Back to List](#)

Using the Quick Book Option with the MCAS Parent App

Log into the MCAS Parent App and from the Menu select Parents Evening, this will show a list of those available to you. Clicking the Quick Book button allows Appointments to be Automatically Booked.



Parents Evening

Book appointments individually below, or click the 'Quick Book' option to let us automatically book your appointments.

Quick Book



Mrs C Andrews
English

Book

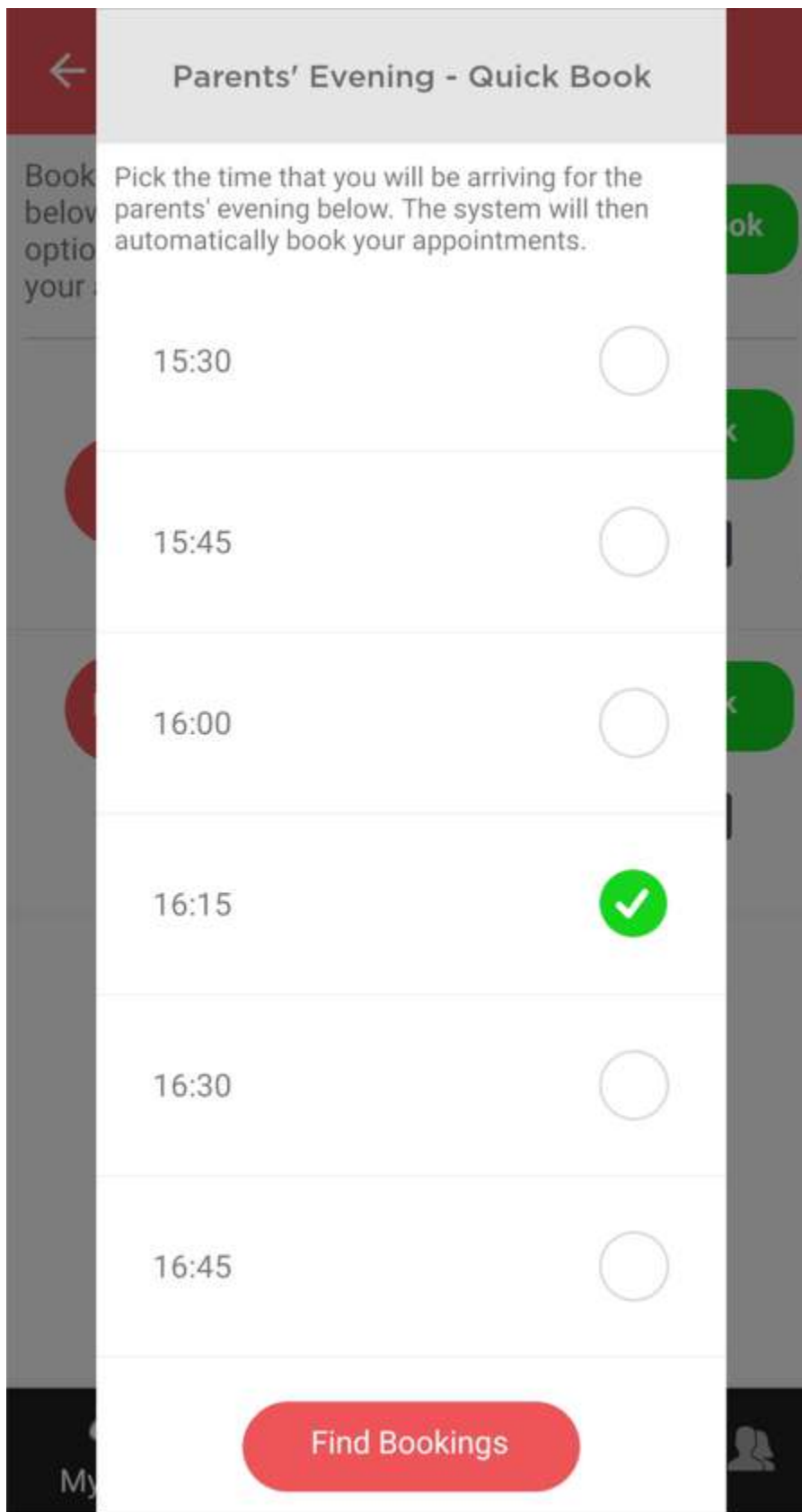


W Middleton
O8B

Book







When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button.



All of your **Appointments** will then be **Booked** from the selected **Time**. to deselect a **Time** untick the box, when finished click the **Book Appointments** button to save the **Appointments**, which will then be displayed.

← Parents Evening

 Booked	Mrs C Andrews English Exam Room Main Hall 16:15	Cancel 
 Booked	W Middleton 08B Exam Room Main Hall 16:25	Cancel 

The **Appointments** can still be **Cancelled** by clicking the **Cancel** button.