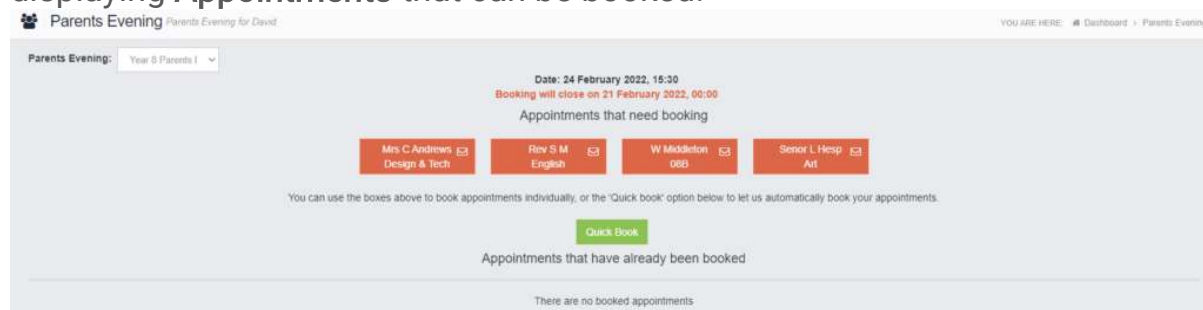


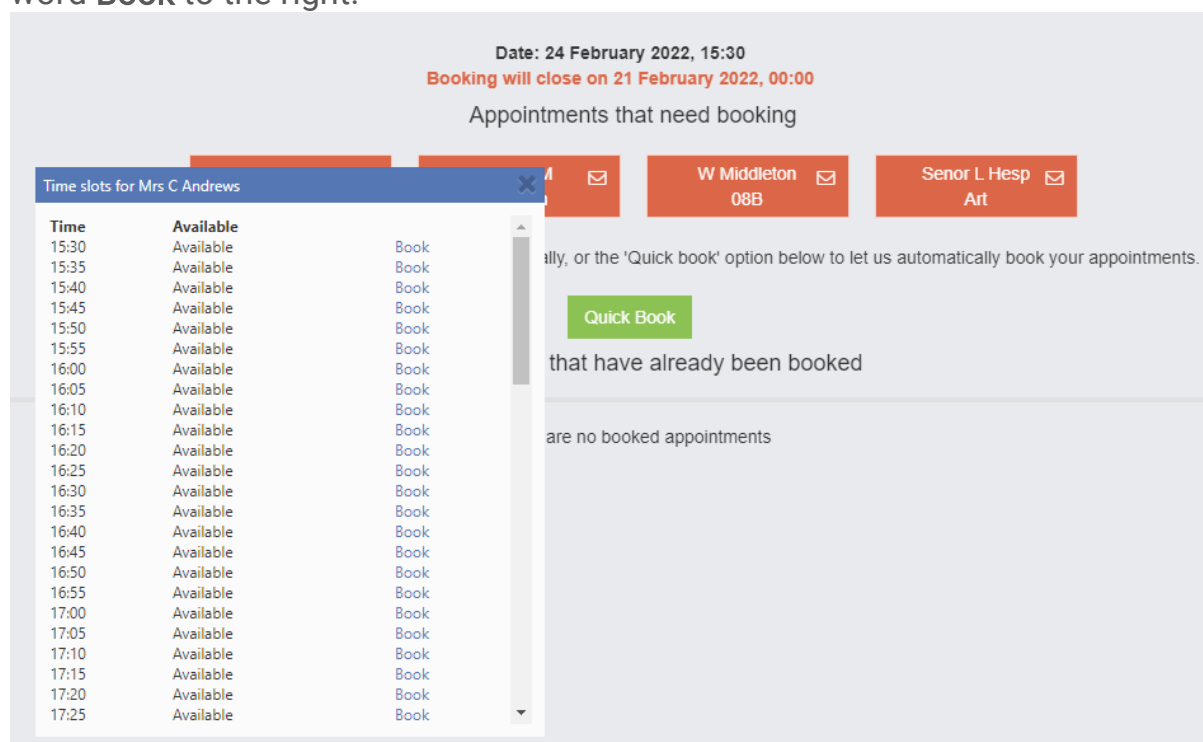
Booking Appointments via the website

Login to the MCAS Parent Portal, from the left Menu select the Parents Evening option. This will open the Parents Evening page displaying Appointments that can be booked.



Booking Appointments Manually

The available Appointments are displayed in red Blocks, click on a Block to Book your Appointment. Then from the listed Times click on the word Book to the right.



The Booked Block will then be removed from the Appointments list and displayed below as Booked. To remove the Booking click on the X to the right. The Appointment will then display at the top again ready to be Booked again.

Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents 1

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Rev S M English W Middleton O&B Senior L Heslop Art

You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**.

Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents 1

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Rev S M English W Middleton O&B Senior L Heslop Art

You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

Time slots for Rev S M

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Not Available	
16:10	Not Available	
16:15	Not Available	
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents 1

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

Time: 16:20 Teacher: W Middleton Subject: O&B Location: Exam Room Main Hall

Time: 16:35 Teacher: Rev S M Subject: English Location: Exam Room Main Hall

Time: 16:50 Teacher: Senior L Heslop Subject: Art Location: Exam Room Main Hall

Clicking on the **Print** icon will allow you to **Print** all of the **Booked** **Appointments**.