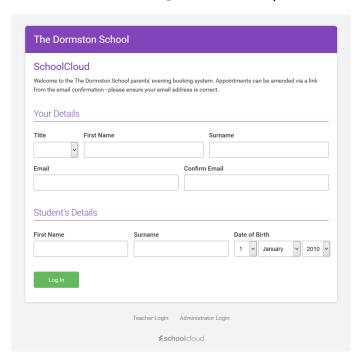
How to book appointments for the Virtual Parent's Evening

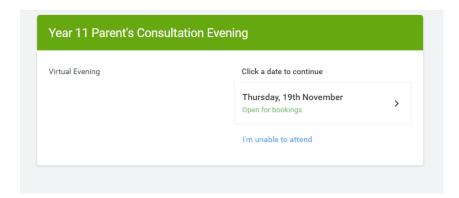
Please visit the website:

dormstonschool.schoolcloud.co.uk

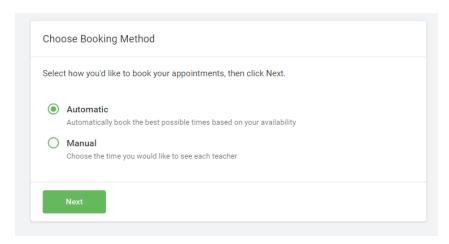
Please fill in all fields with your **Title** and **First & Surname** and fill in the **Student details** at the bottom of the form.

If the details are correct, you will be able to access the Parent's Evening website. If not, please contact the school at info@dormston.dudley.sch.uk.

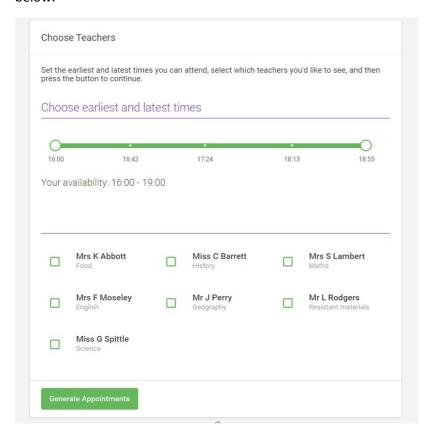




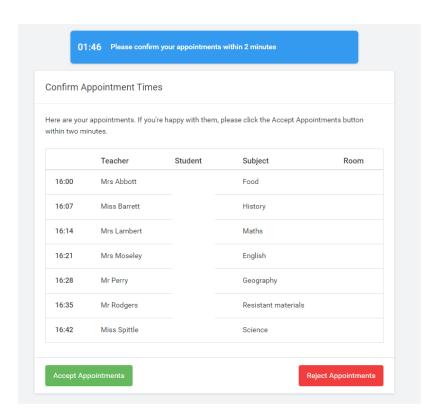
Please click on the date for the Parent Evening Booking. If you are unable to attend, please click "I'm unable to attend" (in blue). This option will inform the school you cannot take part in parent's evening.



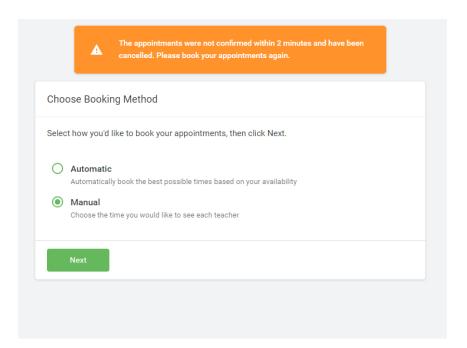
If you would like the system to automatically book your appointments based on availability, please select **Automatic** and click **Next**. If you prefer booking your appointments manually, see page 4 below.



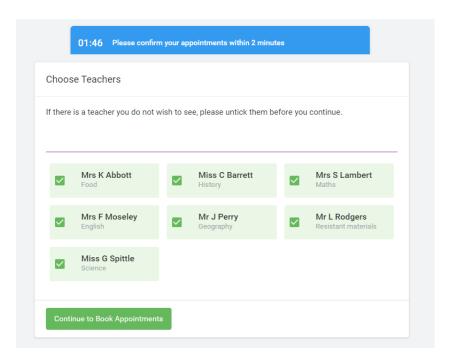
Please select the time you are available by dragging the dots. Please tick the teachers/subject and click **Generate Appointments**.



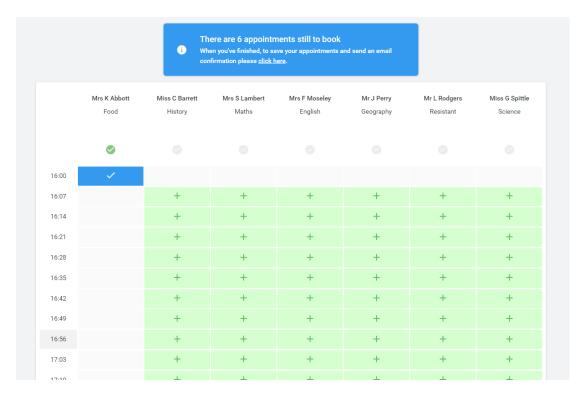
You have 2 minutes to confirm your appointments as other parents may be booking appointments at the same time. If you are happy with the times, select **Accept Appointments** and the teacher will get confirmation. If the times are not suitable for you, please select **Reject Appointments**.



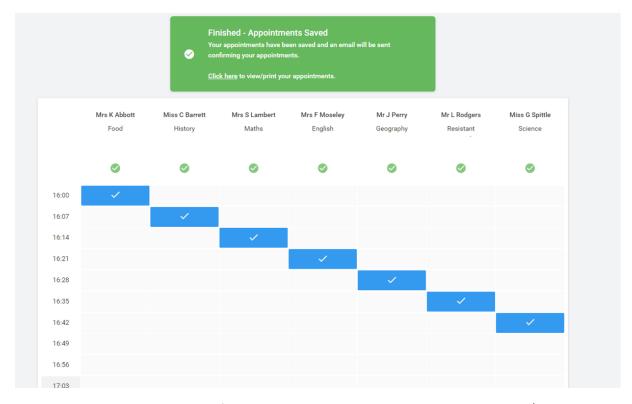
Please select Manual and click Next.



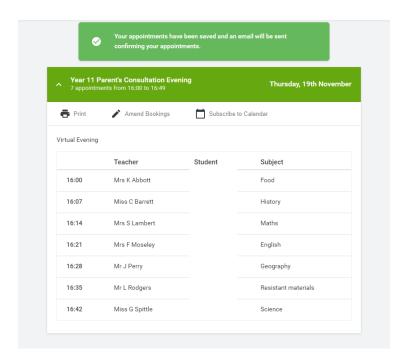
Select the teachers and click **Continue to Book Appointments**.



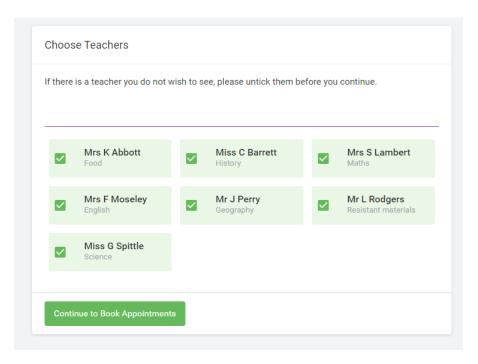
In the grid above you can select the time you will like to book an appointment with teacher(s). The green boxes are the appointments that are available with the teachers. Select a time for each teacher. The blue box at the top will tell you how many appointments you need to book.



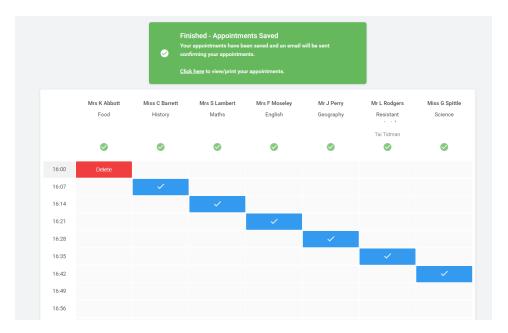
Once you have selected the times for your bookings, these will be saved. You can view/print your appointments in the green box above labelled "Finished – Appointments Saved". Below is the screen to view your appointments.



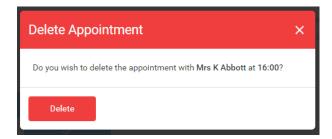
You can print the appointments from here. If you wish to amend any appointments, please select "Amend Bookings" above.



Please select the teacher(s) you wish to amend your bookings with.



Select the appointment you want to amend and the box will turn red to Delete. Select the Delete button to remove the appointment.



You can choose another time in the grid if it available with the teacher.