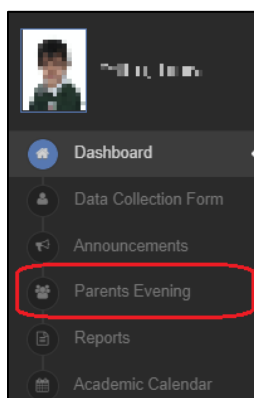
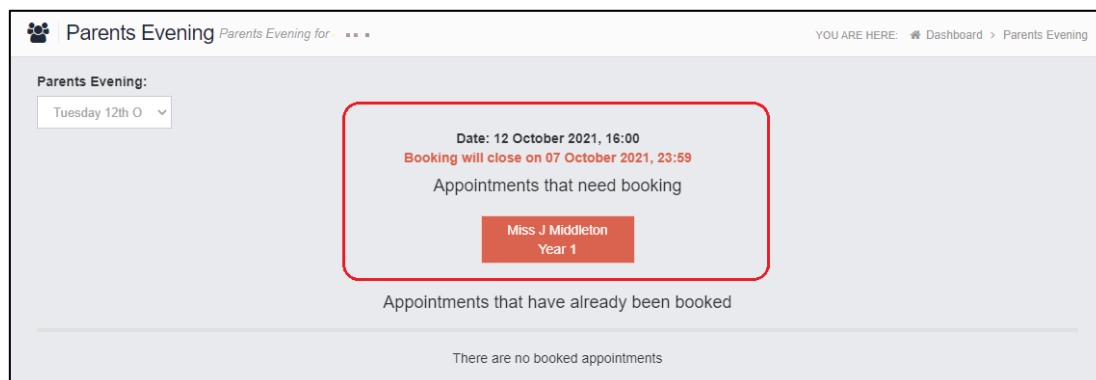


# Guide to booking Parents Evening in MyChildAtSchool

- 1) Login to **MyChildAtSchool** via the app or <https://www.mychildatschool.com/>.
- 2) Select the **Parents Evening** option from the menu to the left:

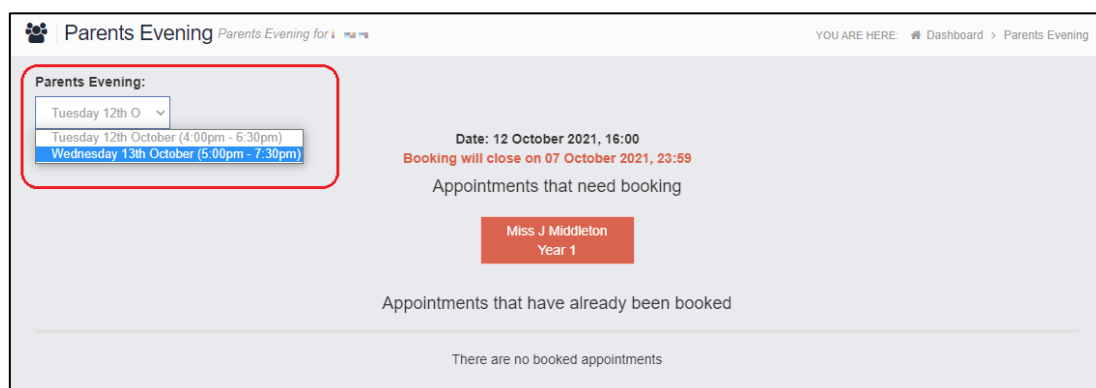


- 3) The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the child being viewed is associated with:



Along with the date of the **Parents Evening**, a list of appointment(s) that need to be booked and a closing date for making bookings will be displayed.

- 4) In the top-left corner, the date of the **Parents Evening** can be changed (this is only available if the school has more than one event scheduled). Click the drop-down and select the appropriate event:



- 5) Click on a **Teacher** to book an appointment time, slots that are not available will be blocked out. Click on the Book option and that appointment will be booked.

- 6) The **Teacher** will be removed from the **Appointments that need booking** section and will display as **Appointments that have been booked**, with the details and time:

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointments and return it to the **Appointments that need booking** section. At any time, a list of booked appointments can be printed by clicking on the **Printer** icon: