

Parents' Guide for Booking Appointments

Browse to <https://winterhill.schoolcloud.co.uk/>



your Details

First Name: [text box] Last Name: [text box] Email: [text box] Password: [text box]

Confirm Email: [text box]

Students Details

First Name: [text box] Last Name: [text box] Date Of Birth: [date picker]

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



September Parents Evening

This is to allow parents and teachers to discuss progress and set targets for 100 and 100+.

Monday 10th September 10:00 - 11:00

Tuesday 11th September 10:00 - 11:00

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ Automatic
Automatically book the best possible time based on your availability.

☐ Manual
Choose the time you would like to see each teacher.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:30 15:00 15:30 16:00 16:30 17:00

Your availability 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Choose Teachers

If there is a teacher you do not wish to see please select them before you click Next.

[Search]

☒ Mr J. Brown

☒ Mrs A. Wheeler

Continue to Book Appointments

Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Confirm Appointment Times

The following appointments have been created for your session. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J. Brown	Mr J. Brown	Maths	100
Mrs A. Wheeler	Mrs A. Wheeler	Maths	101
Mr J. Brown	Mr J. Brown	Maths	102

Accept Appointments

Reject Appointments

Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Msy A Wheeler Class 11A (L1)
	Not	Available	Not
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 7: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

September Parents Evening
2 appointments from 16:00 to 16:40

Tuesday, 14th September
16:00-16:40

Print
Amend Bookings
Subscribe to Calendar

Use to let other parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in person and on video call.

Teacher	Student	Subject	
16:15	Mr Mark Liddell	Jason Agnew	English
16:30	Miss Nina Patel	Jason Agnew	Religious Education

September Parents Evening
2 appointments from 16:00 to 16:40

Monday, 13th September
16:00-16:40

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2 appointments from 16:00 to 16:40

Monday, 13th September
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Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.