

Parents' Guide for Booking Appointments

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

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.

Student's Details

Enter your young person's official first name, as detailed on our Parent Advantage system, rather than any 'preferred' name.

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*.

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 click *Next*.

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

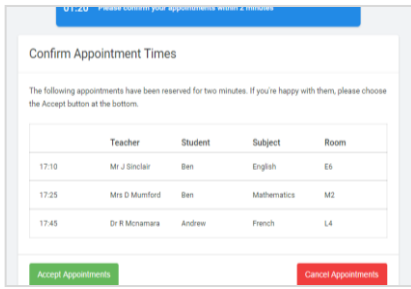
Step 4: Select Availability

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

Step 5: Choose Teacher

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

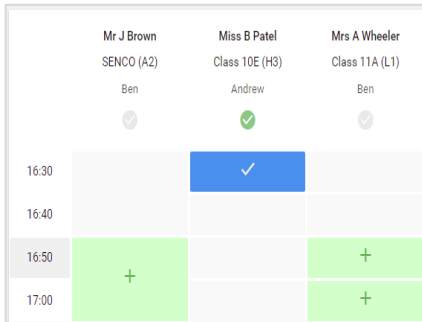
For Meet the Tutor evening, only one name will be available, your young person's tutor.



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 with your young person's tutor during the times you are able to attend, you can switch to manual booking mode to check when they are available.



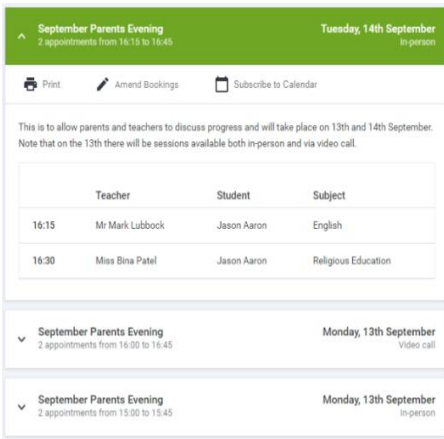
Step 7: Book Appointment

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.

You can optionally leave a message for the tutor to say what you'd like to discuss, or raise anything beforehand.

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



Step 8: Finished

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

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

For technical support please email cis@bhasvic.ac.uk. If you do not have access to a suitable internet connection or device, or have other needs which would make an online appointment difficult, please email events@bhasvic.ac.uk and we will try to arrange a phone appointment or e-mail exchange with the relevant tutor as an alternative.