

## School Appointments – Parent Instructions

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1. Go to our school appointments web site for your school.

[Add your schools URL here, ex. demo.schoolappointments.com]

2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click the "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



5. Click on available time slots to book your appointments to make your bookings.

