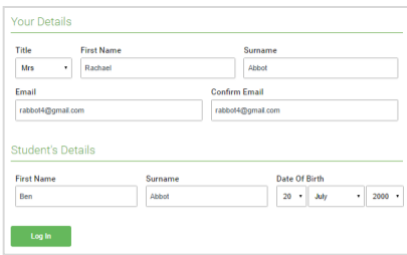


Students' Guide for Booking Appointments

Browse to <https://cmitnorthhs.meettheteacher.com/>



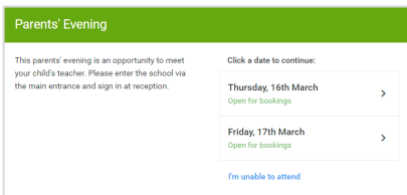
The screenshot shows two sections of a form. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (26 July 2000). A green 'Log In' button is at the bottom.

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.

Your Details and student details will be the same. Make sure your student details match your name exactly as in SchoolMAX.

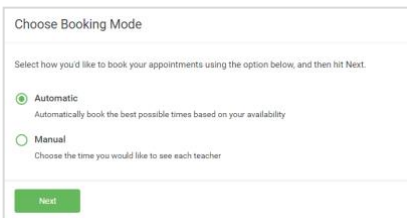


The screenshot shows a green header 'Parents' Evening'. Below it, there is a text box explaining the event. To the right, under 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and 'Open for bookings' text. At the bottom, there is a link 'I'm unable to attend'.

Step 2: Select Parent Teacher Conference

Click on the date you wish to book.

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



The screenshot shows a form titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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 reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E8
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Motamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

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 (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 5b (Manual): 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.

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

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.

My Bookings

View 11 Selected Events

Thursday, 10th April

The parent booking is for pupils in year 11. Please ensure the subject on the main entries will follow the appropriate National Curriculum programme. Please see available for more details on our page.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E8
Mrs D Mumford	Ben	Mathematics	M2
Dr R Motamara	Andrew	French	L4
Mr J Sinclair	Ben	English	E8
Mrs D Mumford	Ben	Mathematics	M2
Dr R Motamara	Andrew	French	L4

Step 6: 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*.

Step 7: Add your Parent/Guardian

Please follow the steps listed here:

<https://support.meettheteacher.com/article/863-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>