



# Parents Evening - Appointment Booking Guide

## Step 1

Click the link that you have been sent via email.  
Enter your details & enter your child's details.  
These details have to match to those on our database.

Redwood School

SchoolCloud

Welcome to the Redwood School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr	Peter	Harrison
Email		Confirm Email
H123@gmail.com		H123@gmail.com

Student's Details

First Name	Surname	Date of Birth
Lucy	Harrison	1 January 2010

Log In

## Step 2

Select your Parents Evening date,  
Or select 'unable to attend'.  
Select 'Manual' to choose your preferred appointment times.

## Step 3

Select the teachers and staff you wish to speak to.

If you have more than one child at Redwood you can add them here!  
Select the times you wish to speak to each teacher. Timeslots already taken will be greyed out.

If you select the wrong time and want to change it, hover over the time slot you've selected for that teacher and press delete. You will then be able to select your preferred time.

Alternatively, you can go to 'My Bookings' and get these changed.



Redwood School

Test Parents Evening, Monday, 14th June

There are 2 appointments still to book

When you've finished, to save your appointments and send an email confirmation please [click here](#).

There is also an option to invite an additional parent/guardian to attend the video call after saving your appointment with the link above.

There is a gap of 5 minutes between video appointments.

The below times are the starting time for each appointment.

	Mr T 1 Test Student 1	Mr T 2 Careers Student 1	Mr T 3 Medical Student 1
13:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13:10		Book	<input type="checkbox"/>
13:20		<input type="checkbox"/>	<input type="checkbox"/>
13:30	<input checked="" type="checkbox"/>		

## Step 4

After you've selected who you want to speak to and what times you'd like to speak to them you have the option to print your appointment timetable.