



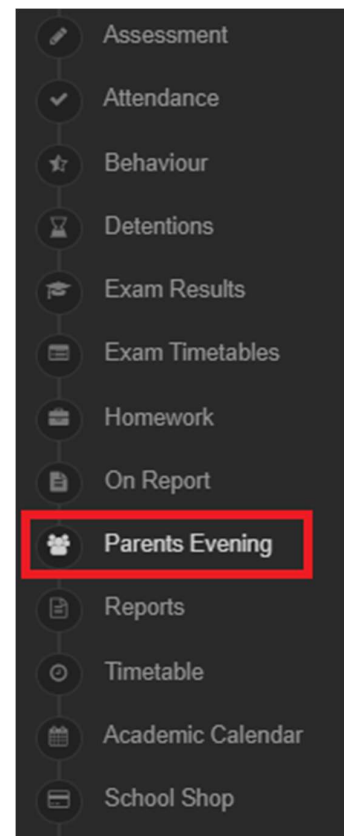
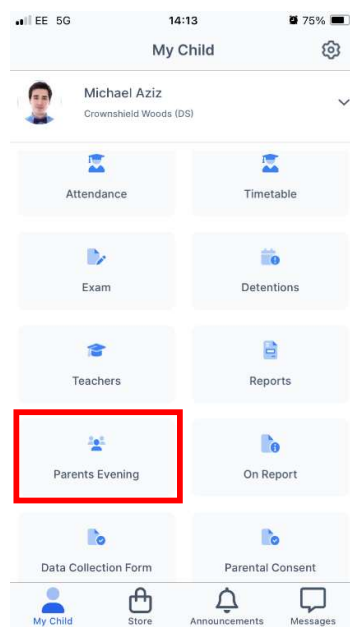
Bramcote College



Parents Guide to Parents Evening bookings in MCAS

When the booking period opens for Parents evening it will become available on the MCAS app and via your MCAS account Web log in <https://www.mychildatschool.com>.

Click on the Parents Evening Panel



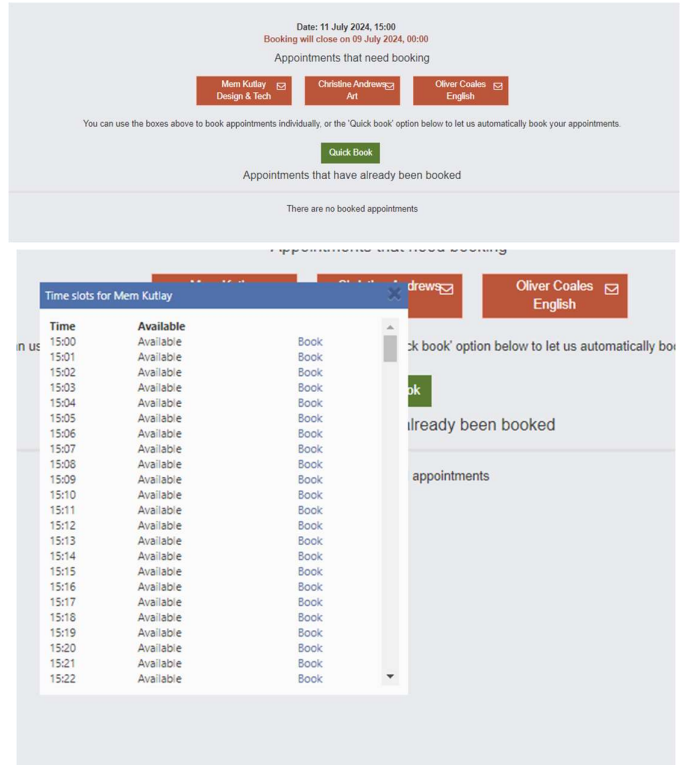
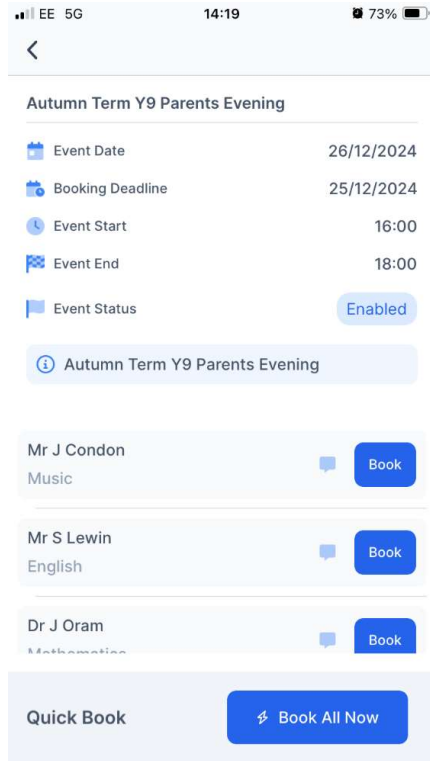
Click on the Evening details to open the booking menu.



Appointments can be made either by **Manual** booking or the **Quick Book** option.

Manual booking of appointments

To book a slot manually, click on the **Teacher** you would like to book an appointment with and then select **Book** next to the slot you would like to select.



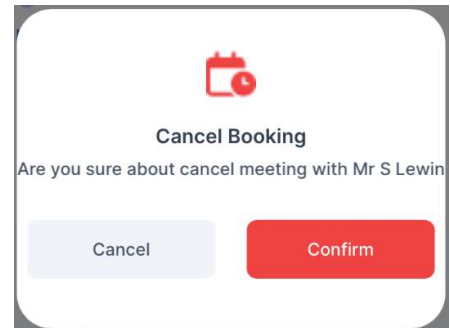
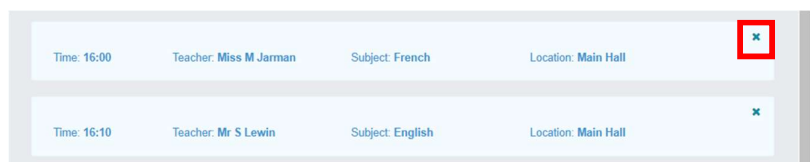
Making changes to appointments.

While the booking period is live you will be able to delete appointments and make new appointments. You are able to cancel appointments.

Be aware that when you cancel an appointment the same appointment time may not be available when you attempt to book again.

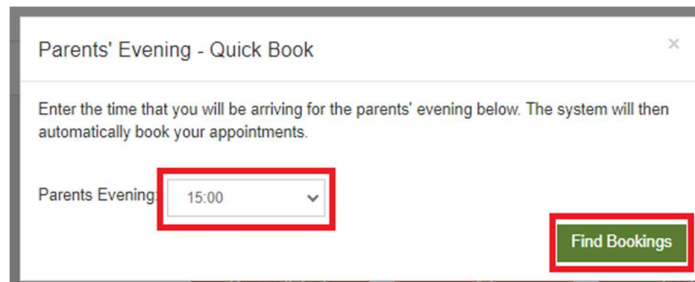
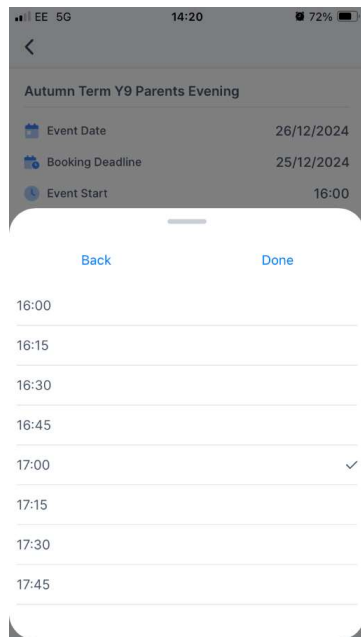
In the app click on the 3 dots next to a booking time and select **Cancel booking**, then confirm the cancellation.

In the Web view click on the x next to a booking, confirm your cancellation.

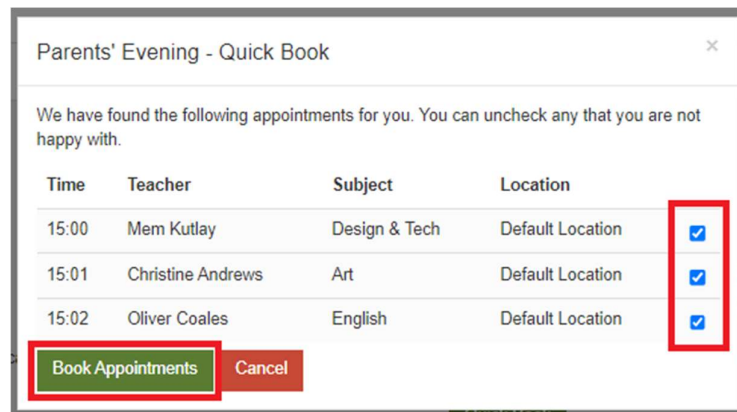
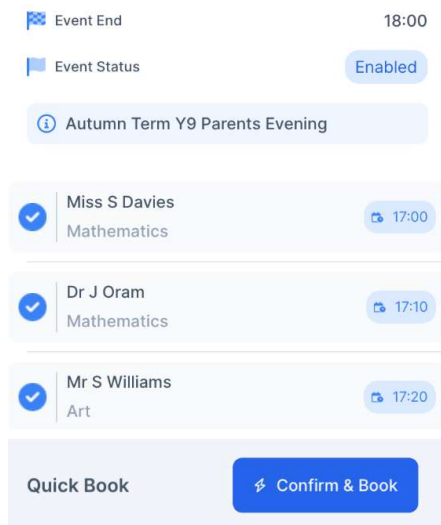


Quick booking of appointments

To use **Quick Book**, select the time you will be arriving for the **Parent's Evening** from the drop down and then click **Find Bookings**.



The system will then display the appointments it has selected for you. If any are unsuitable you can deselect them using the tick boxes on the side, otherwise select **Confirm & Book / Book Appointments**.



You will receive green confirmation that the appointments have been booked successfully.

Event End 18:00

Event Status Enabled

Autumn Term Y9 Parents Evening

Your appointments have been booked successfully!



Mr S Lewin

English
Main Hall

16:10



Miss S Davies

Mathematics
Main Hall

17:00

Quick Book

Book All Now

If you have any difficulties or questions when using your MCAS account please contact school via the Reception or using the mcas@bramcote.college email address.