



### 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 <u>https://www.mychildatschool.com</u>.

#### 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.

Time: 16:00	Teacher: Miss M Jarman	Subject: French	Location: Main Hall	×
Time: 16:10	Teacher: Mr S Lewin	Subject: English	Location: Main Hall	×

# **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**.

🟁 Event End	18:00
Event Status	Enabled
(i) Autumn Term Y9 Parents Evening	
Miss S Davies Mathematics	<b>17:00</b>
Or J Oram Mathematics	<b>17:10</b>
Mr S Williams	<b>t</b> 17:20
Quick Book & Confirm	& Book

Parents	s' Evening - Quick B	ook		×
We have happy wit	found the following appoint.	ntments for you. You ca	n uncheck any that you a	re not
Time	Teacher	Subject	Location	
15:00	Mem Kutlay	Design & Tech	Default Location	
15:01	Christine Andrews	Art	Default Location	
15:02	Oliver Coales	English	Default Location	
Book A	ppointments Cancel			-

Event End	18:00	Your appointments have been bool
Event Status	Enabled	successfully!
) Autumn Term Y9 Parents	Evening	
Mr S Lewin English Main Hall	🖻 16:10 🚦	
Miss S Davies Mathematics Main Hall	₱ 17:00 :	
ick Book		
If you have any diffic R	culties or questions wher eception or using the <u>mc</u>	using your MCAS account please contact scho as@bramcote.college email address.
If you have any diffic R	culties or questions wher eception or using the <u>mc</u>	using your MCAS account please contact scho as@bramcote.college email address.
If you have any diffic R	culties or questions wher eception or using the <u>mc</u>	using your MCAS account please contact scho as@bramcote.college email address.
If you have any diffi R	culties or questions wher eception or using the <u>m</u> c	n using your MCAS account please contact scho as@bramcote.college email address.
If you have any diffi R	culties or questions wher eception or using the <u>m</u> c	i using your MCAS account please contact sch as@bramcote.college email address.
If you have any diffic R	culties or questions wher eception or using the <u>mo</u>	using your MCAS account please contact scho as@bramcote.college email address.
If you have any diffic R	culties or questions wher eception or using the <u>mo</u>	using your MCAS account please contact sch as@bramcote.college email address.