

Browse to <https://byrchall.schoolcloud.co.uk/>

Parent Login Code: 1311 1311
 Student Date Of Birth: 29 July 2008
 Email: 145574@schoolcloud.co.uk
 Confirm Email: 145574@schoolcloud.co.uk

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.

Enter your unique login code shared by the school.

September Parents Evening

Monday 13th September 9:30am - 11:00am
 Tuesday 14th September 9:30am - 11:00am

Step 2: Select Parents' Evening

Click on the date you wish to book.

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

Choose Booking Mode

Automatic
 Automatically find the best possible times based on your availability.
 Manual
 Choose the times you would like to see each teacher.

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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.
 Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

Mr J Brown
 Mrs A Wheeler

Step 5: Choose Teachers

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

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	EA
Mrs A Wheeler	Ben	Mathematics	MA
Mr J Brown	Ben	English	EA

Step 6: Book Appointments (Automatic)

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.

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

Step 7: 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.

September Parents Evening			Tuesday, 14th September
7 appointments from 16:15 to 18:45	Amend Bookings	Subscribe to Calendar	
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be lessons available both in person and via internet.			
Time	Teacher	Student	Subject
16:15	Mr Mark Cabbler	Rajan Avin	English
16:30	Miss Sara Pals	Rajan Avin	Religious Education
September Parents Evening			Monday, 13th September
September Parents Evening			Monday, 13th September

Step 8: 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*.