

Parents' Guide for Booking Appointments

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



The login form is titled 'Your Details' and contains two sections. The first section has fields for 'First Name' and 'Surname', each with a 'Show' button. Below these are 'Email' and 'Password' fields, also with 'Show' buttons. The second section, 'SECURITY DETAILS', has fields for 'First Name', 'Surname', and 'User ID/Book ID'. A green 'Log In' button is at the bottom left.

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.



The 'Parents' Evening' screen has a green header. It contains a message: 'The parents evening is an essential part of our school life. Please ensure you attend by the appropriate date and sign on at reception.' Below this, there are two date options: 'Thursday 12th March' and 'Friday 13th March', each with a 'Book' button. A link 'I'm unable to attend' is at the bottom.

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*.



The 'Choose Booking Mode' screen has a green header. It asks to 'Select how you wish to book your appointment using the online system and if you do not have an account, please create one now.' There are two radio buttons: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom left.

Step 3: Select Booking Mode

Select *Manual* and then press *Next*.



The 'Choose Teachers' screen has a green header. It asks 'If there is a teacher you do not wish to see, please click Hide All for you continue'. Below this is a 'Show All' button and a list of teachers: 'Mr J Brown' and 'Mrs A Wheeler'. A green 'Continue to Book Appointment' button is at the bottom.

Step 4: Choose Teachers

Click Continue to Book Appointment



The booking grid shows three teachers: 'Mr J Brown (Class 102)', 'Mrs B Patel (Class 103)', and 'Mrs A Wheeler (Class 110-111)'. The time slots are 14:30, 15:00, 15:30, and 16:00. A blue checkmark is in the 15:00 slot for Mrs B Patel. Green cells with a plus sign indicate available slots for other teachers.

Step 5: Book Appointments

Click one of the green cells to make 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.

Once you're finished booking the appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



The 'My Bookings' page has a green header. It shows a table of booked appointments with columns for 'Date', 'Time', 'Teacher', and 'Status'. A 'Print' button is at the top right. A sidebar on the left contains navigation options.

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*.