## Parents Information Evening Appointment Booking System Instructions

- 1. Go to www.hccs.info
- 2. Click on the 'Parents' button on the grey title bar
- 3. Click on 'Parents Evening Bookings System.'
- 4. Complete 'Your Details' and 'Your Child's Details' your child's name should be his/her **preferred** name. For example, his preferred name may be Alfie but his full name may be Alfred. The system will only recognise the preferred name.
- 5. Click login and continue
- 6. Click on event Year 7 Parents' Information Evening
- 7. A list of appointments will appear for your child's teachers. Proceed to the booking page and click on the time slot you wish to book.
- 8. There will be no 'travel time' for Parents between appointments.
- 9. Follow the instructions on the screen and once your appointments are made you will receive an email confirmation to this effect (if you have not received a confirmation then please check your junk mail)
- 10. Please note: The option to add an additional parent/carer to your appointments on a separate device/location is available. To do this, make your bookings as above and then add the additional parent/carer's name and email address and give consent so they can join your appointments.
- 11. If you miss the deadline for booking then please email valeria.auton@hccs.info and appointments can still be made until the day before the Parents' Evening.
- 12. A reminder of your appointments will be emailed on the day of the Parents' Online Consultation

## Instructions for the Video call

A smartphone/laptop or computer with a webcam can be used.

- **Please log in using the email you made the appointments with** and follow steps 1 6 listed above or use the link on the appointment reminder email.
- Once logged in, press the *Join Video Appointments* button (this is available 60 minutes before appointments start)
- Allow camera/microphone access
- When your appointment is due to start click *Start Appointment* button
- When the teacher joins the appointment they will appear in the main part of the screen and you can start the discussion with them
- The remaining time will countdown at the top of the screen
- When the countdown stops the appointment time is over and the appointment will always end automatically at the scheduled time *Please be aware you may be stopped mid conversation due to this*
- The *Start Next Appointment* button will be displayed if you have a consecutive appointment. Click when you are ready to proceed. *Note that if you delay the start of the appointment it will not extend the appointment time and it will always end at the scheduled time*

A demonstration of the Video call is available to watch on the main school website; click the Parents tab and then click Information Evening.