

Parents' Guide for Booking Appointments

Book via the `SchoolCloud – Par Eves` button on the Parent Portal Home Page OR at <https://cramlingtonlv.schoolcloud.co.uk/>

Step 1: Login

Fill out the details on the page using your child's called name then click the *Log In* button.
A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make the date listed? Click *I'm unable to attend*.

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*. It can be best to select the automatic booking mode when browsing on a mobile device.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select a teacher, click on their name.

Step 5a (Automatic): Book Appointments

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 (Step 5b).

Time	Miss A Fisher	Miss S Gallagher	Mr M Kippenick	Mr S Miller	Miss L Richardson	Mrs S Sutherland	Miss F Young	Miss S Young
18:00	+	+	+	+	+	+	+	+
18:05	+	+	+	+	+	+	+	+
18:10	+	+	+	+	+	+	+	+
18:15	+	+	+	+	+	+	+	+
18:20	+	+	+	+	+	+	+	+
18:25	+	+	+	+	+	+	+	+
18:30	+	+	+	+	+	+	+	+
18:35	+	+	+	+	+	+	+	+
18:40	+	+	+	+	+	+	+	+
18:45	+	+	+	+	+	+	+	+
18:50	+	+	+	+	+	+	+	+
18:55	+	+	+	+	+	+	+	+
19:00	+	+	+	+	+	+	+	+
19:05	+	+	+	+	+	+	+	+
19:10	+	+	+	+	+	+	+	+
19:15	+	+	+	+	+	+	+	+
19:20	+	+	+	+	+	+	+	+
19:25	+	+	+	+	+	+	+	+
19:30	+	+	+	+	+	+	+	+
19:35	+	+	+	+	+	+	+	+
19:40	+	+	+	+	+	+	+	+
19:45	+	+	+	+	+	+	+	+
19:50	+	+	+	+	+	+	+	+
19:55	+	+	+	+	+	+	+	+
20:00	+	+	+	+	+	+	+	+

Step 5b (Manual): 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.

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation will have been sent and you can also print appointments by pressing *Print*.

To change your appointments, click on *Amend Bookings*.