

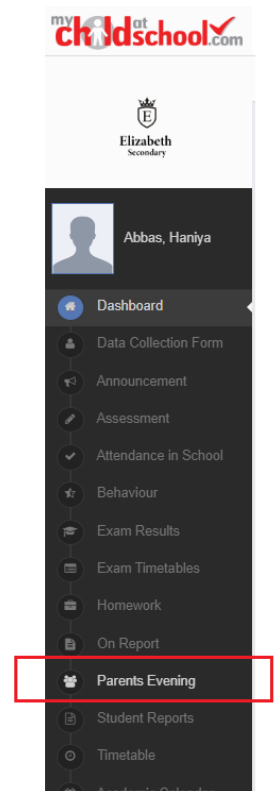
How to book Parents Evening appointments using MCAS

Parents can use this guide to learn how to book their **Appointments** for **Parents Evening**. This includes **Booking Manually** or using the **Quick Book** option with the **Parent Portal** on a desktop view or from the **Parent Portal App**.

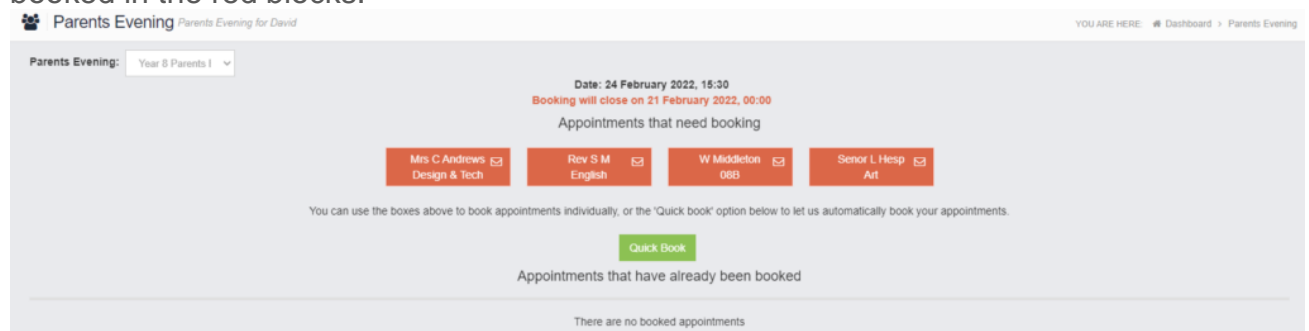
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Login to the **MCAS Parent Portal** desktop view from <http://www.mychildatschool.com> then from the left **Menu** select the **Parents Evening** option.



This will open the **Parents Evening** page displaying available **Appointments** that can be booked in the red blocks.



Booking Appointments Manually (Desktop MCAS)

The available **Appointments** are displayed in red **Blocks**, click on a **Red Block** to **Book** your **Appointment**. Then from the available listed **Times** click on the word **Book** to the right.

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00
Appointments that need booking

Time slots for Mrs C Andrews

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

W Middleton 08B
Senor L Hesp Art

Quick Book

The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again.

Parents Evening Parents Evening for David

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00
Appointments that need booking

Rev S M English
W Middleton 08B
Senor L Hesp Art

Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**.

Parents Evening Parents Evening for David

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00
Appointments that need booking

Time slots for Rev S M

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Not Available	
16:10	Not Available	
16:15	Not Available	
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
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17:10	Available	Book
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17:20	Available	Book
17:25	Available	Book

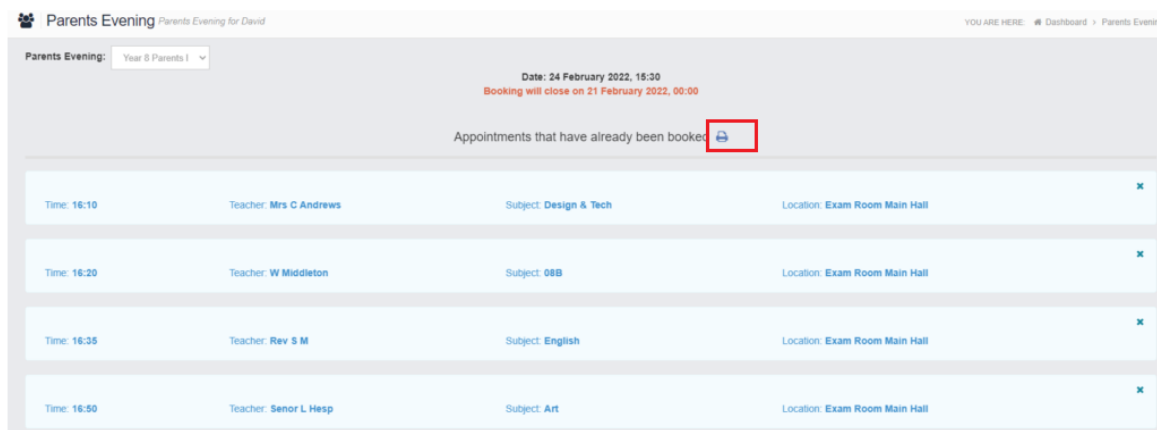
Senor L Hesp Art

Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

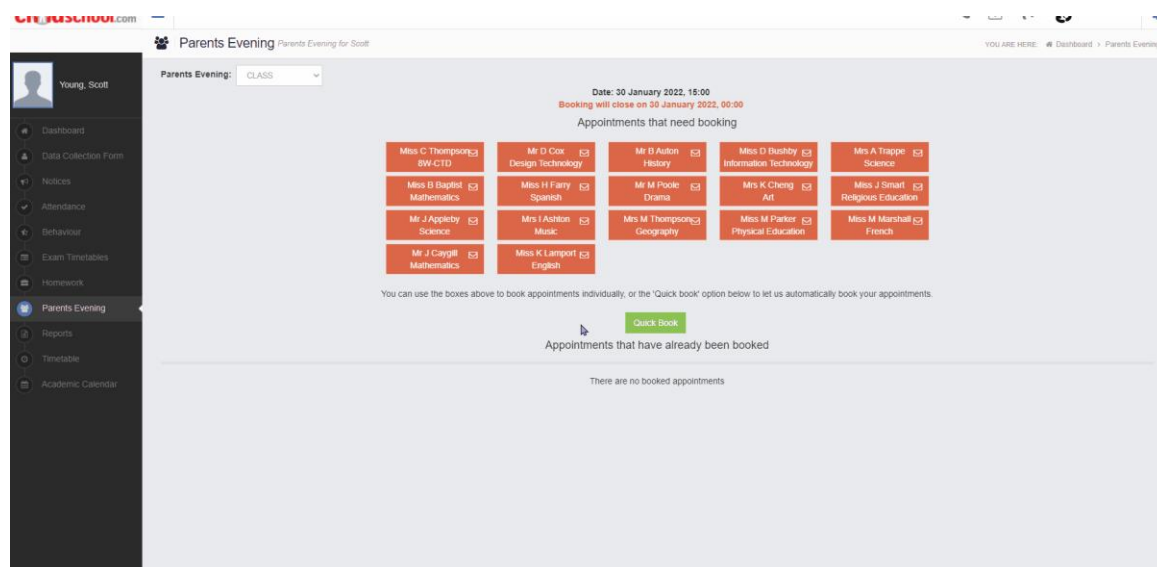
When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.
Clicking on the **Print** icon will allow you to **Print** all of the **Booked Appointments**.



Using the Quick Book Option (Desktop MCAS)

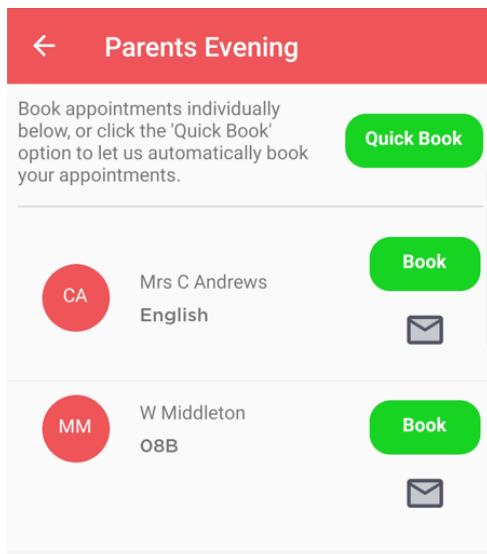
Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**. When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button. All of your **Appointments** will then be selected, to deselect a time untick the box, when finished click the **Book Bookings** button to save the **Appointments**, which will then be displayed.

To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top ready to be **Booked** again using the **Manual** or **Auto-Booking** options.

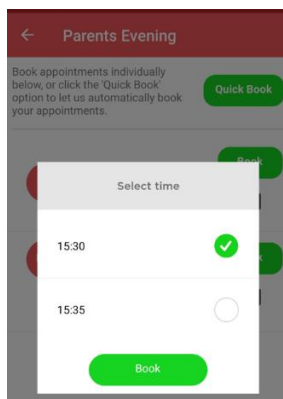


Booking Appointments Manually with the MCAS Parent App

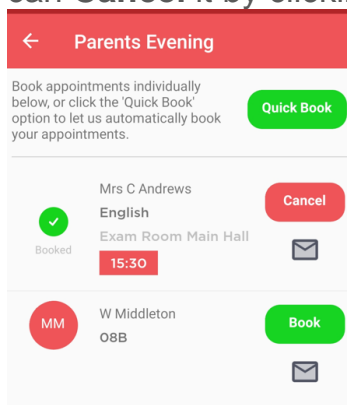
Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you, select the one you wish to **Book** and click the **Book** button.



Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.

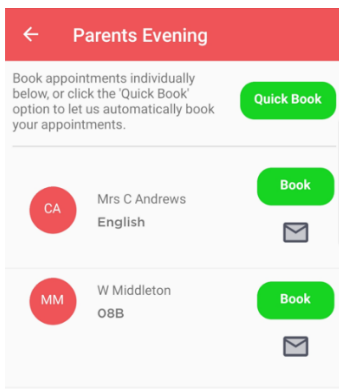


The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.

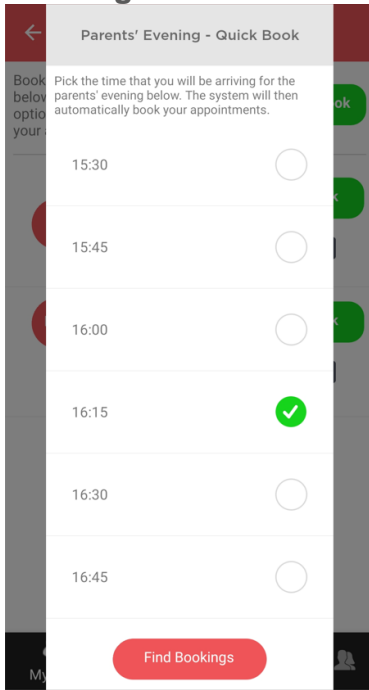


Using the Quick Book Option with the MCAS Parent App

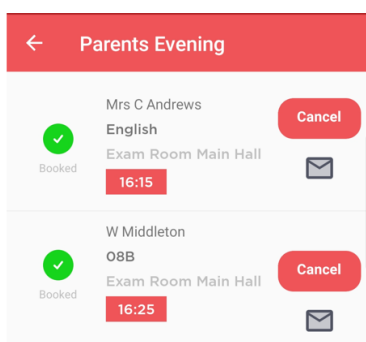
Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you. Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**.



When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button.



All of your **Appointments** will then be **Booked** from the selected **Time**. to deselect a **Time** untick the box, when finished click the **Book Appointments** button to save the **Appointments**, which will then be displayed.



The **Appointments** can still be **Cancelled** by clicking the **Cancel** button.