

<https://carnforth.schoolcloud.co.uk>

Welcome to the Green-Ashley parents' evening booking system. Appointments can be arranged via a link from the email confirmation - please ensure your email address is correct.

Parent Login Code: 09811085 Student Date of Birth: 28 July 2000

Email: carolines@gmail.com Custom Email: carolines@gmail.com

## 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

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 sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September  
In-person & video call  
[Open for bookings](#)

Tuesday, 14th September  
In-person  
[Open for bookings](#)

I'm unable to attend

## 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 Method

What date would you like to book?  
Monday, 13th September

What type of appointment would you like?  
 In-Person  
 Video Call

[Next](#) [Back](#)

## Step 3: Select in-person or video

This event is in-person (face-to-face only), so there is no need to select 'in-person'.

Choose Booking Mode

Select how you'd like to book your appointments using the options below, and then hit *Next*.

Automatic  
Automatically book the best possible times based on your availability

Manual  
Choose the time you would like to see each teacher

[Next](#)

## Step 4: 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.

Choose earliest and latest times

14:00 14:05 15:00 16:15 17:00

Your availability: 14:00 - 17:00

## Step 5: Select Availability

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

Choose Teachers

If there is a teacher you do not wish to see, please unclick them before you continue.

Ben Abbott

Mr J Brown Class 10A  Mrs A Wheeler Class 11A

[Add a Teacher](#)

[Continue to Book Appointments](#)

## Step 6: 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.

You may book other teachers not listed on the screen by clicking *Add a Teacher*.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	101
Miss B Patel	Ben	Mathematics	101
Mr R Womack	Amber	French	101

[Accept Appointments](#) [Cancel Appointments](#)

## Step 7: 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 (AZ)	Miss B Patel Class 10E (HD)	Mrs A Womack Class 11A (LT)
8am	✓	8am
16:30		
16:40		
16:50	+	+
17:00		+

## Step 8: 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  
2 appointments from 16:15 to 16:45

Print 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 sessions available both in-person and via video-call.

Teacher	Student	Subject
Mr Mark Lubbock	Jason Aaron	English
Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening  
2 appointments from 16:30 to 16:45

September Parents Evening  
2 appointments from 15:30 to 15:45

Monday 13th September  
In-person

Monday 13th September  
Video-call

## Step 9: 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*.