

Booking an Appointment using MS Bookings

To book an appointment, use the link provided to you by the school.

On the Welcome screen you will notice:

- The school name/logo at the top of the page
- The name of the appointment type (example: Parent-Teacher Conferences)
 - *If this is not selected, choose from the options provided.*

To book an appointment:

1. Choose the date for the appointment from the calendar on the left.
 - *All dates will appear unavailable except for the date set by the school*
2. Select the teacher you would like to meet with using the dropdown menu on the right.
3. Select from the list of available times.
 - *Please note, only available times will be displayed.*
4. Fill in your contact details. Please include:
 - Name (first, last)
 - Email address (required)
 - Phone number

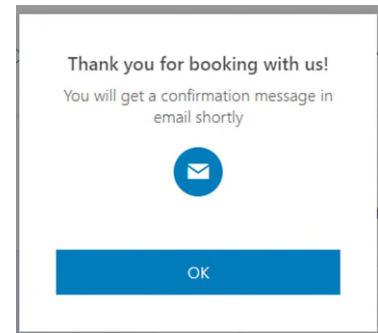
5. Click on **Book** to make the booking

* Optional: You may wish to include a note such as your student's name in the Notes section.

The screenshot displays the MS Bookings interface for 'Sooke 62 Schools'. At the top, the school logo and name are shown. Below this, the appointment type is set to 'Parent teacher conferences' for '10 minutes'. The main section shows a calendar for 'October 07 with Alexis Mckean'. A red box labeled '1. Select the appropriate date' points to the date '7' on the calendar. To the right, a dropdown menu for 'Select staff (optional)' shows 'Alexis Mckean' with a red box labeled '2. Use this dropdown menu to select a teacher' pointing to it. Below the calendar, a grid of time slots is shown. A red box labeled '3. Choose an available time from the list provided.' points to the '5:10 pm' slot. At the bottom, there is a form to 'Add your details'. A red box labeled '4. Update your details. Please include email and phone number' points to the form fields. The form includes fields for Name (Jane Smith), Email (jsmith@gmail.com), Address (optional), and Phone number (2504741234). There is also a 'Notes (optional)' section. A red box labeled '5.' points to the 'Book' button at the bottom right.

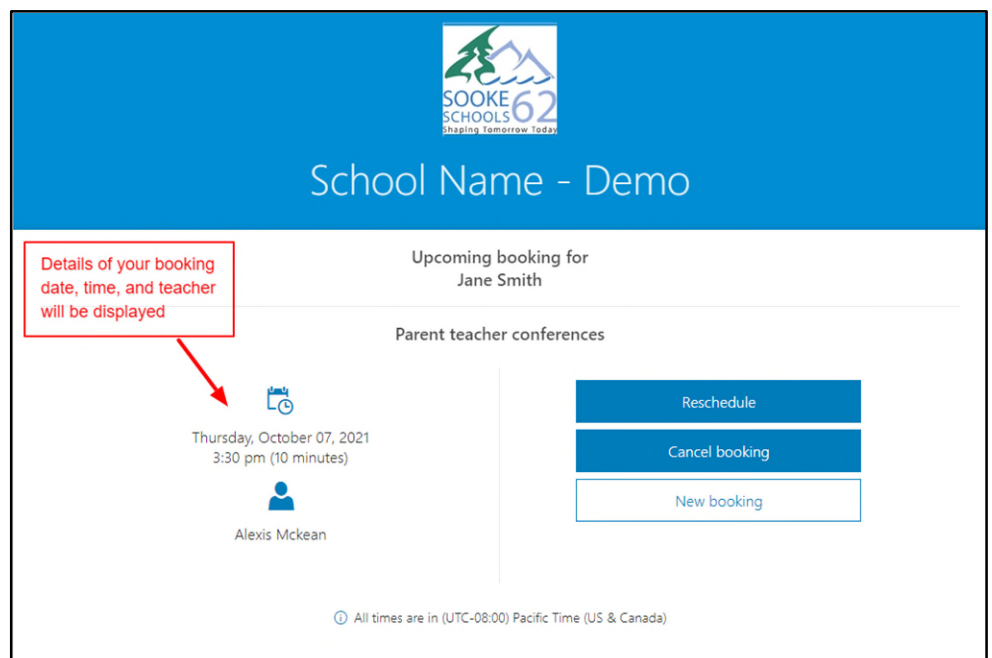
Thank You and Initial Confirmation

- Upon clicking **Book**, you will see a thank you message and notification that an email confirmation will be sent shortly. *Be sure to save this email.*
- Press **OK** to confirm your booking details.



Booking Confirmation Page

- The booking confirmation page will display the details of your booking. This includes:
 - o Date, Time, and Duration of the appointment.
 - o Teacher Name
- In addition, you can:
 - o **Reschedule** your booking
 - o **Cancel** your booking
 - o **Make a new booking** (example: for another student or teacher at the school)



To Cancel or Reschedule your Booking at Later Date:

If you need to cancel or reschedule your appointment later, you must use the ***Change your appointment*** link provided in your confirmation email.

