

# Parents' Guide for Booking Appointments

Browse to <https://mayfielddistrict.meettheteacher.com/>



Meet the Teacher

PLEASE NOTE: IF YOU ARE BOOKING APPOINTMENTS, YOUR BOOKING APPOINTMENTS CAN BE CANCELLED. FOR A BOOKING CONFIRMATION, PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

Your Details

Title: Mrs  
First Name: Rachael  
Surname: Abbot  
Email: rabbot4@gmail.com  
Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben  
Surname: Abbot  
Date Of Birth: 20 July 2009

## 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.

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 Parent Teacher Conference

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option 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 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*.

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 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: 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 untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## Step 5: 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.

01:20 Please confirm your appointments within 4 minutes

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
17:10	Mr J Sinclair	Ben	English E5
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monamara	Andrew	French L4

Accept Appointments

Cancel Appointments

## Step 6: 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 (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 7: 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.

Parent Teacher Conference			Tuesday, September 14th
2 appointments from 16:15 to 16:30			In-person
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	
16:15	L Jacobs	Robert Bartell	language
5 minute gap			
16:25	P McCartney	Robert Bartell	PE and health
Parent Teacher Conference			Monday, September 13th
3 appointments from 16:00 to 16:30			Video call
Parent Teacher Conference			Monday, September 13th
2 appointments from 14:30 to 14:40			In-person

## Step 8: 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*.