

Allowing other parents/carers to join your video meetings.

1. Login as a parent, and generally-speaking you'll be shown two booking options, "Suggest Bookings for Me" and "Make Bookings for Myself". Choose whichever suits you best.

Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | BACK TO ADMIN AREA

Blueberry Example School

Welcome Mr Alan Smith

Send school feedback | Video Settings

School contact details
School Office: 01564 674 895 | info@blueberryschool.co.uk

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11 Suggest Bookings For Me Make Bookings For Myself	23rd Feb 2021	16:00	19:00

School Events

Name of Group	Event Name	Date	Start	End
Spring Term	Student Performance of Aladdin	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	Student Performance of Lion King	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00

School Clubs

Name of Group	School Club Name	Frequency	Start Time	End Time
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2. If you choose "Suggest Bookings for Me", there's a tick-box to tick just before you press "Suggest Bookings for Me"... Ticking this activates this feature, allowing other parents/carers to join your video meetings, and you will be shown instructions, for the other parent/carer, in your booking confirmation.

Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | BACK TO ADMIN AREA

Blueberry Example School

Return to Dashboard

Suggest bookings for me

Teachers I have requested meetings with you

Calum Smith | Toshia Smith

Calum Smith

Select all available teachers

AVAILABLE Miss Neill Geography 36 slots left at 5 minutes each	AVAILABLE Mr Forwood Science 36 slots left at 5 minutes each	AVAILABLE Mr Holmes PE 36 slots left at 5 minutes each	AVAILABLE Mr James-Watling Maths 36 slots left at 5 minutes each
AVAILABLE Mr Mackenzie English 36 slots left at 5 minutes each	AVAILABLE Mr Taylor History 36 slots left at 5 minutes each	AVAILABLE Mrs Hall Physics 36 slots left at 5 minutes each	AVAILABLE Mrs James Maths 9 slots left at 20 minutes each
AVAILABLE Mrs Ross Accountancy 36 slots left at 5 minutes each			

When are you able to attend?

Day 1

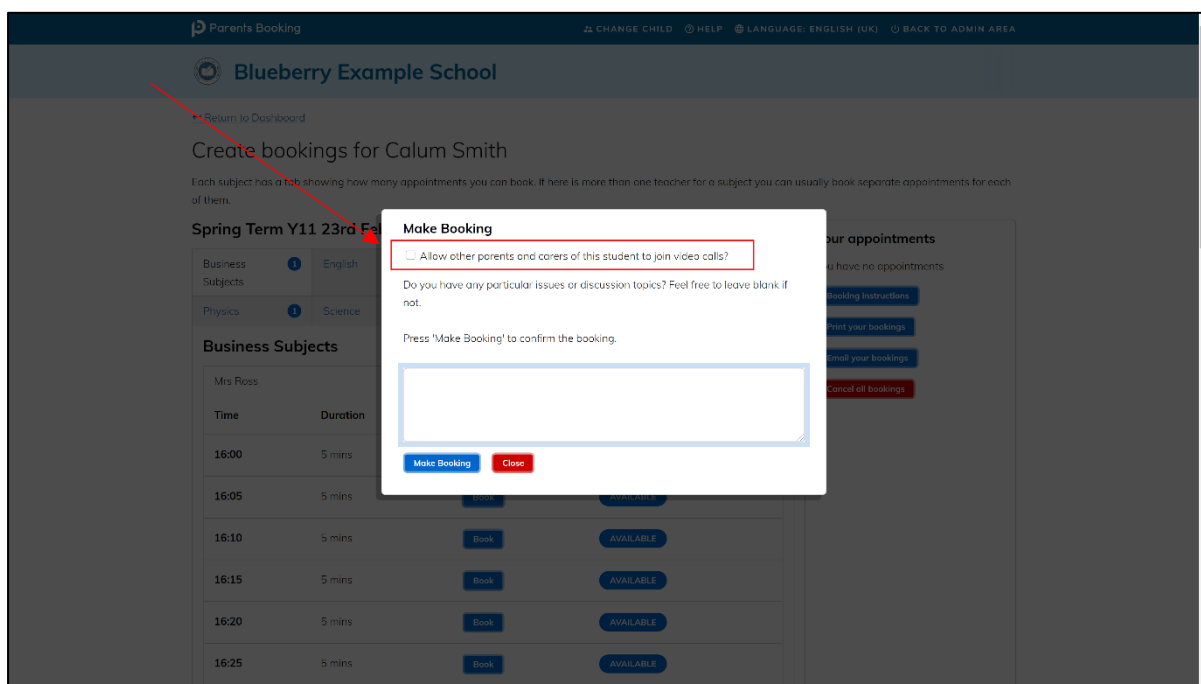
Tuesday 23 Feb 2021

Arrive: 16:00 | Depart: 19:00

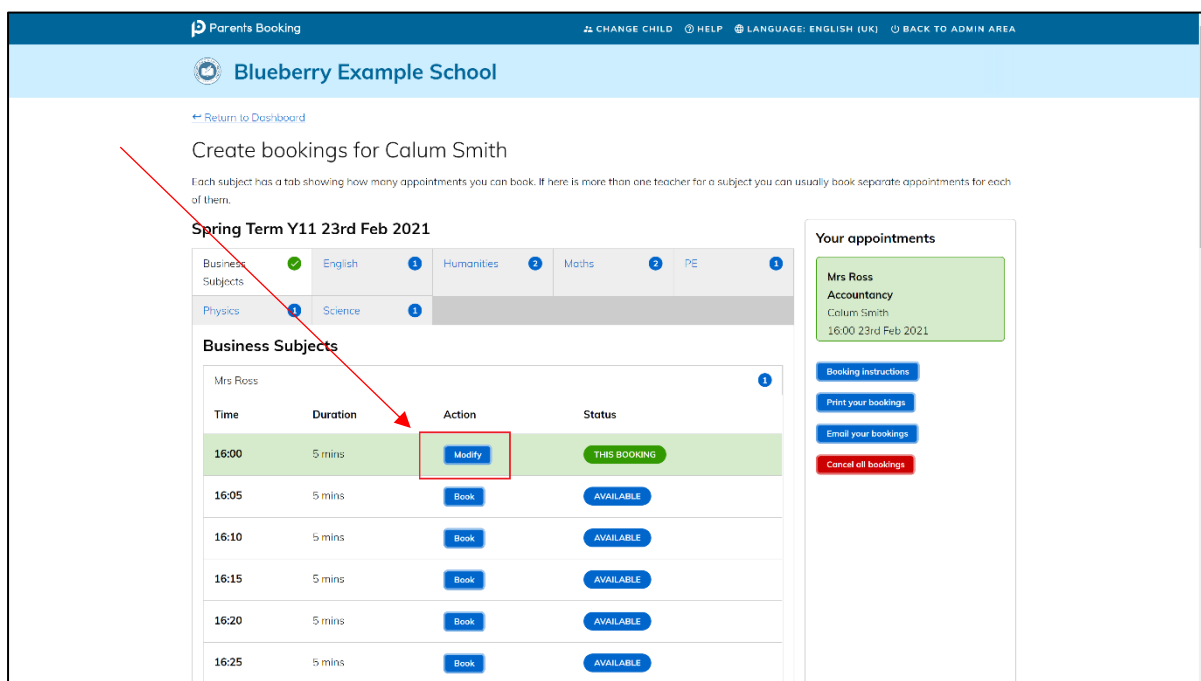
Allow other parents and carers of this student to join video call?

Make my bookings for me

- If, instead, you selected “Make Bookings for Myself”, when to click on a time to make an appointment, the same question is asked. Tick this box if you want to allow other parents/carers to join your video appointments.



- If you need to edit your selection, go to “Make Bookings for Myself” on the parent Dashboard and find a booking (they will be green, like below). Press ‘Modify’ and you can edit your selection. Be aware you will need to consider doing this for all of your bookings.



- If you send yourself an e-mail or print confirmation, instructions will detail how the other parent/carer joins the video meeting. These instructions explain that the other parent/carer needs to login as themselves (e.g. each parent/carer uses their own login), up to 15mins before the first appointment) and they will be shown the button to join a video meeting as well.