

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.

Parents Evening Parents Evening for David	OU ARE HERE: # Dashboard > Parents Evening
Parents Evening: Year 8 Parents 1 Date: 24 February 2022, 15:30 Booking will close on 21 February 2022, 00:00 Appointments that need booking Mrs C Andrews B Rev S M W Middleton B Senor L Hesp B Design & Tech English W Middleton B Senor L Hesp B You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.	
Cutck Book Appointments that have already been booked There are no booked appointments	

Booking Appointments Manually

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.

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Time slots fo	r Mrs C Andrews		W Middleton Senor L Hesp V 08B Art
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17:25	Available	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.

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rarents Evening: Your (Parenta i 💌	Date: 24 February 2022, 15:30 Booking will close on 21 February 2022, 00:0 Appointments that need booking	•	
		Rev S.M. gg W Middleton gg S English OES	enor Li Nespi (21) Art	
	You can use the boxes above to	book appointments individually, or the 'Quick book' option below Quick (book	v to let us automatically book your appointments.	
		Appointments that have already been book	ed 😝	

The **Appointment** will then display at the top again ready to be **Booked** again.

Booked Appointment

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

Not available

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			Appointments	that need booking		
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Time: 16:10	Teacher: Mrs C Andr	1625 Available 1630 Available 1635 Available	Book Book Book	h Location	1 Exam Room Main Hall	
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		16.55 Available 17.00 Available 17.05 Available	Book Book			
		17:10 Available 17:15 Available	Book Book			

When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

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.







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