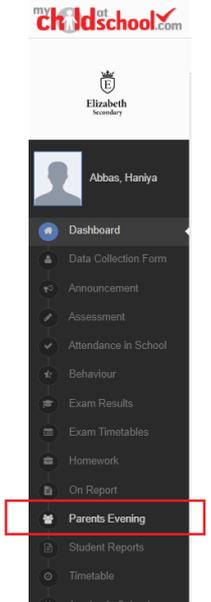


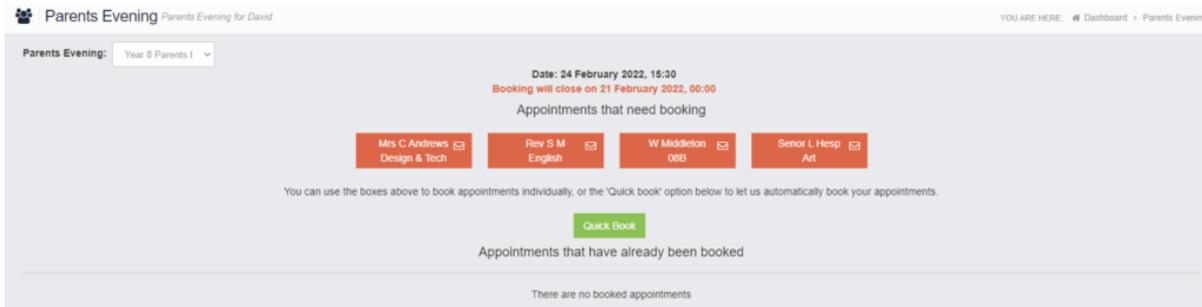


How to book Parents Evening appointments using MCAS

Login to the **MCAS Parent Portal** desktop view from <http://www.mychildatschool.com> then from the left **Menu** select the **Parents Evening** option.

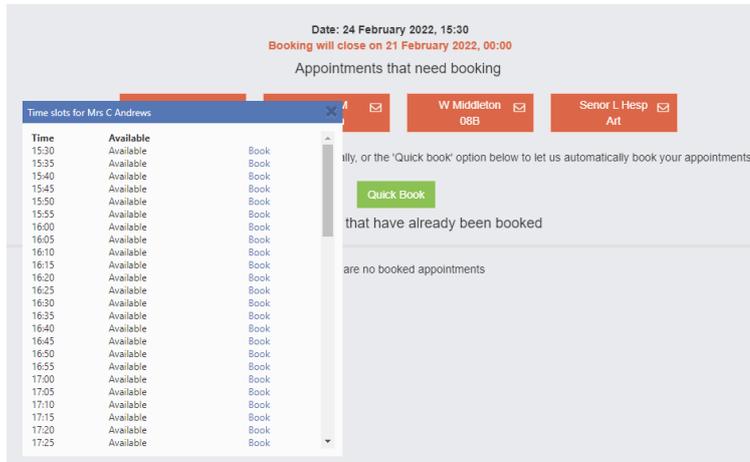


This will open the **Parents Evening** page displaying available **Appointments** that can be booked in the red blocks.

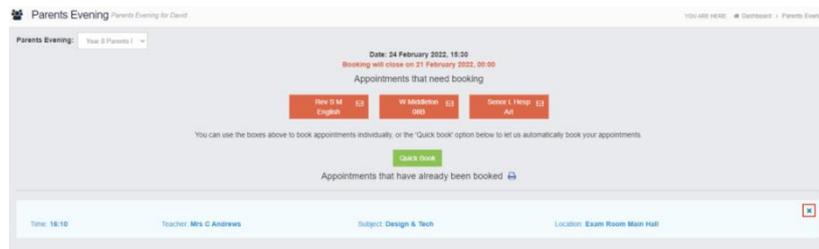


Booking Appointments Manually

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.



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.

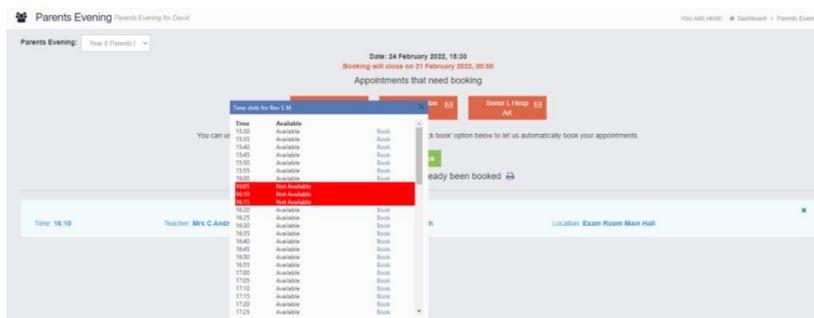


The **Appointment** will then display at the top again ready to be **Booked** again.

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



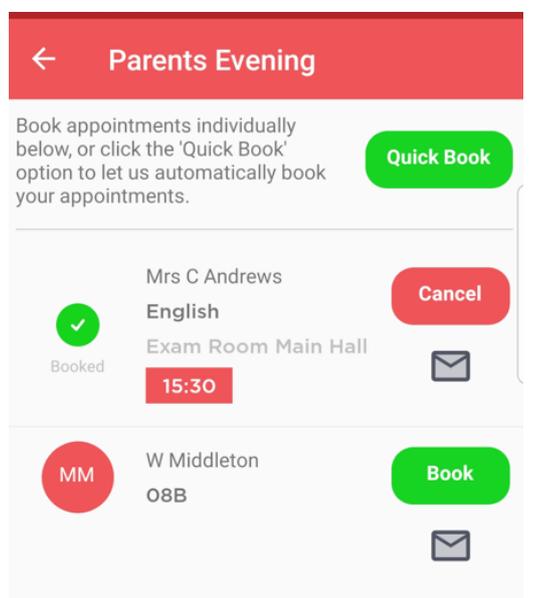
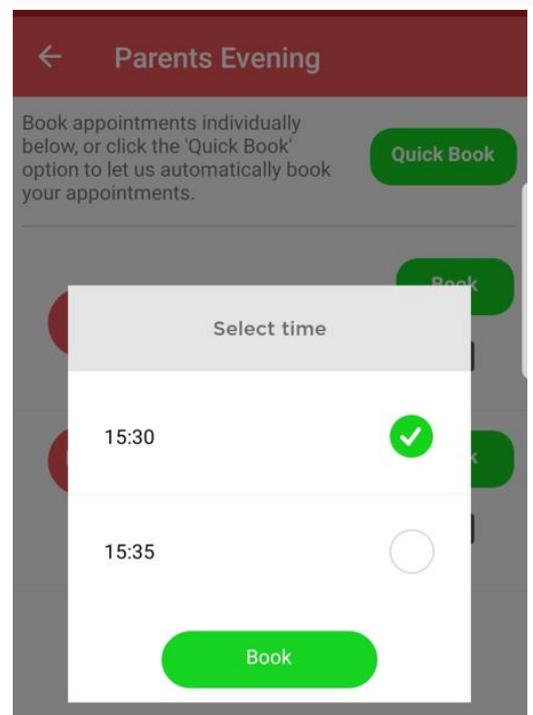
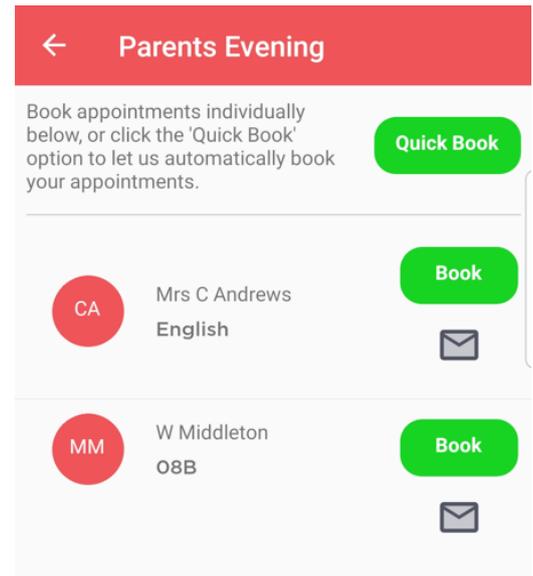
When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

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.

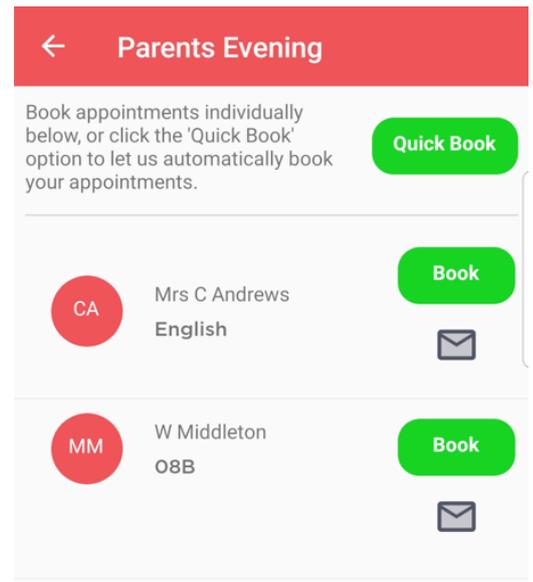
Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.

The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.

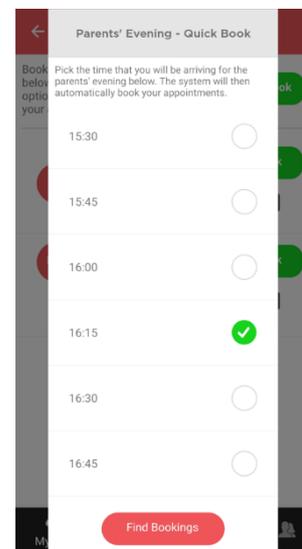


Using the Quick Book Option with the MCAS Parent App

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.

