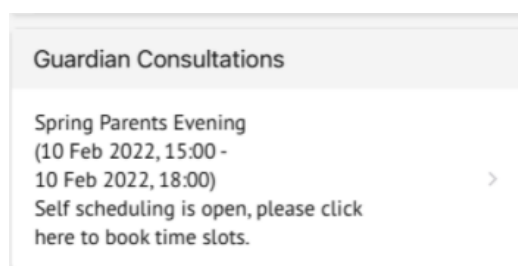


## On the Parent App

On the main page, when bookings are open, you can select **Guardian Consultations**.

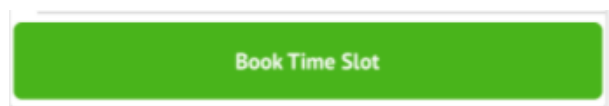


You can see the dates you can book meeting slots within and see when you can book these slots until.

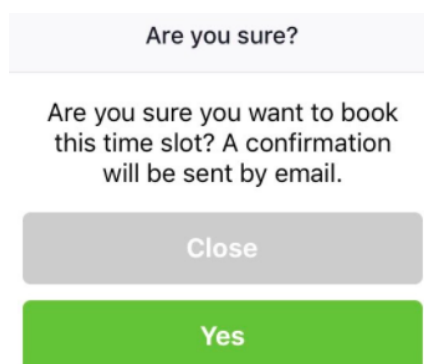
To book a meeting, click the available meeting at the bottom of the screen.

Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which guardians will be attending. **Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.**

Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.



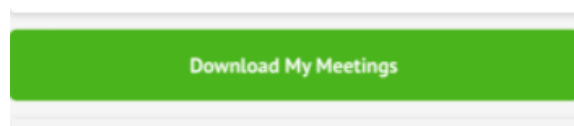
You will be asked to confirm your choice, and you'll be sent an email confirmation.



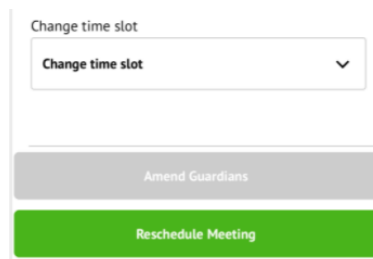
The page will then show that your booking has been successful.



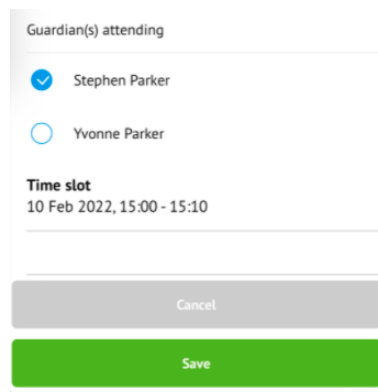
You can download your meetings by clicking on the green **Download my meetings** button.



You can edit your booking/s by returning to the page and clicking on your booking. Select a different time slot and click **Reschedule meeting** to change your slot.



Click **Amend guardians** to remove one of the child's guardians or add them back into the meeting.



You won't be able to remove all guardians from the slot, and you'll receive this error.

