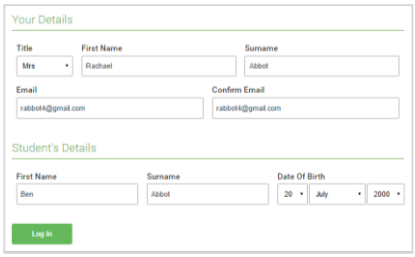
Parents' Guide for booking appointments at - https://uvhs.schoolcloud.co.uk/



Step 1: Login

Fill out the details on the page then click the *Log In* button.

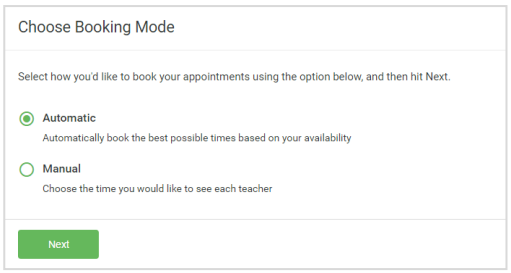
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the first date you wish to book.

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

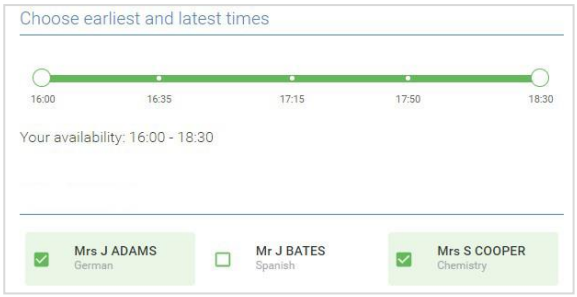


Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest a schedule based on the times you're available to attend or choose *Manual* to pick the times yourself. Then click *Next*.

Step 4: Automatic

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



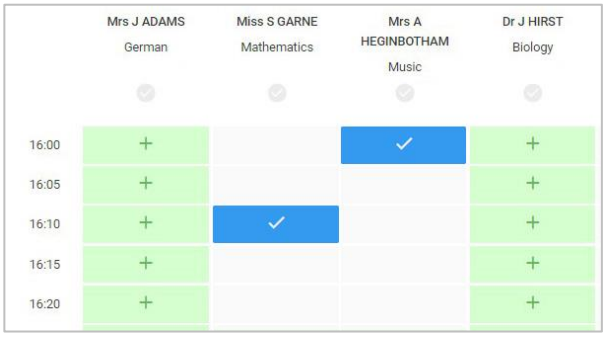
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

You'll now see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

Step 4: Manual

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*.



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.

Step 5: Unavailable Teachers

Some teachers are available on different nights. If a teacher is unavailable on the first evening you selected click the *Home* button and select a different evening. Go back to Step 3.

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent. To change your appointments, click on *Amend Bookings*.