

HOW TO VIEW A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.
Any current bookings will be displayed.

Pupil:	Mare Aekroyd	Mare Aekroyd	Mary Aekroyd	Mary Aekroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington	Mr Hunt
Subject:		Class Teacher		Class Teacher
Room:		Main Hall		Main Hall
Add/edit note for the teacher		The current booking(s) display here		
TUE, APR 30				
16:00 - 16:05	CANCEL BOOKING	BOOK	BOOK	BOOK
16:05 - 16:10	MOVE HERE	BOOK	BOOK	BOOK
16:10 - 16:15	MOVE HERE	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	MOVE HERE	BOOK	BOOK	BOOK