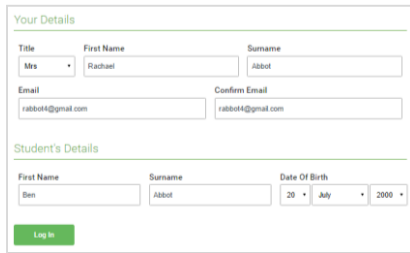


# Parents' Guide for Booking Appointments

Browse to <https://biddickacademy.schoolcloud.co.uk/>



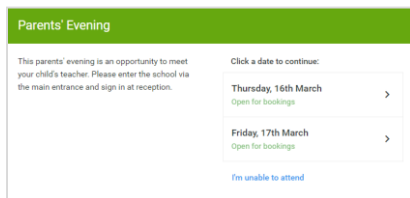
## Step 1: Login

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.

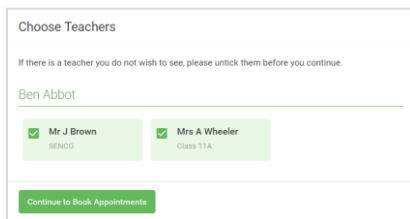
**To authenticate your request, your last name first name and child's date of birth must exactly match the information we have on our student database.**

**If you have any problems logging in or any further questions please contact Miss Sparks on [sparks.j@biddickacademy.com](mailto:sparks.j@biddickacademy.com) or 0191 5111600.**



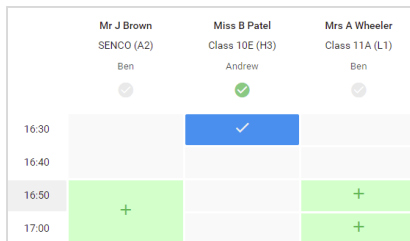
## Step 2: Select Parents' Evening

Click on the date you wish to book.



## Step 3: Choose Teachers

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



## Step 4: Book Appointments

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*. Then choose an alternate time.

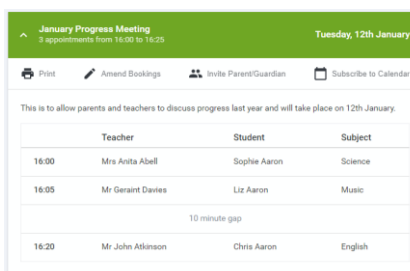
Once you're finished booking all appointments, at the top of the page in the alert box, press ***click here*** to save your appointments and finish the booking process.



## Step 5: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.



## Step 6: Optional - Inviting someone to attend with you

Click the following link to find instructions on how to invite another person (who will be in a different location to you) to attend your video appointment with you. Once you click the link these instructions can be found at point 6.

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>