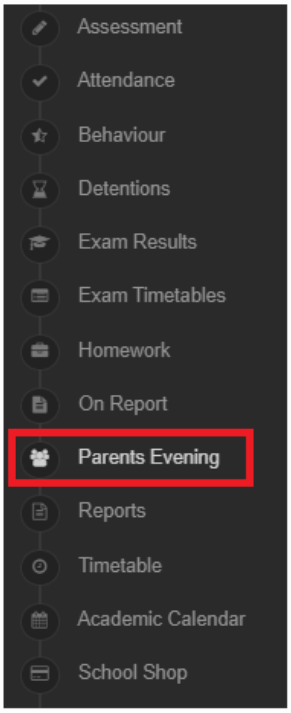
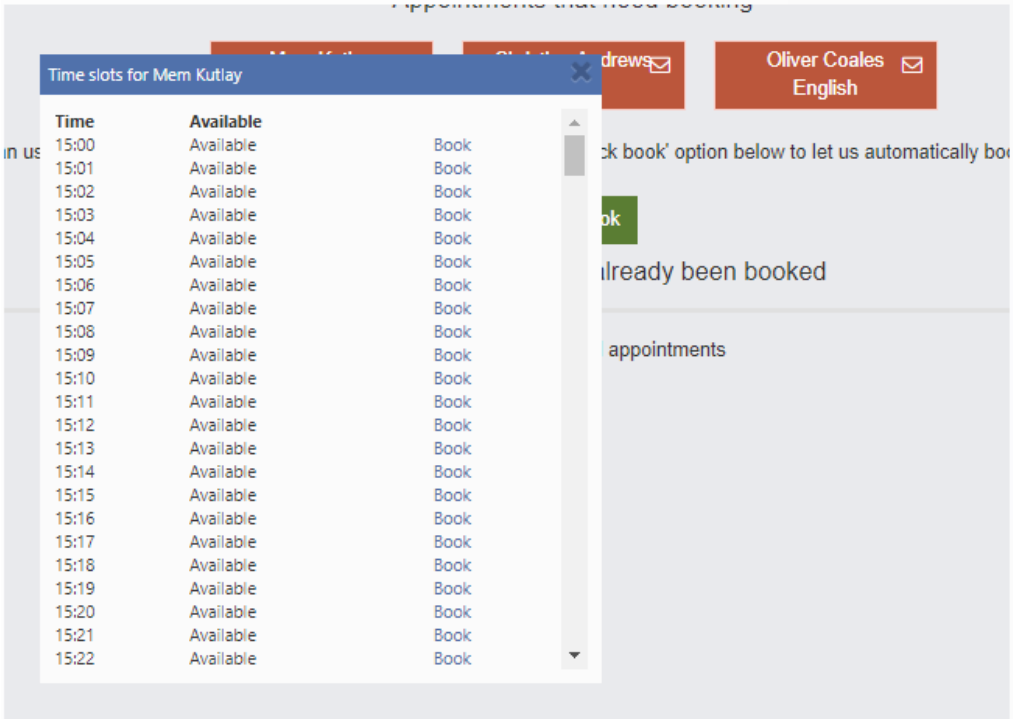
When a **Parent** is on **MCAS**, they need to select **Parents Evening** from the **side Menu**.



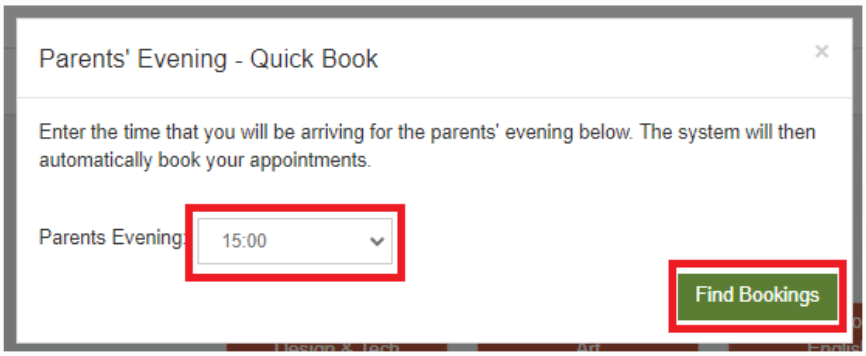
This will provide them with either a **Manual** or **Quick Book** option to secure their interview.



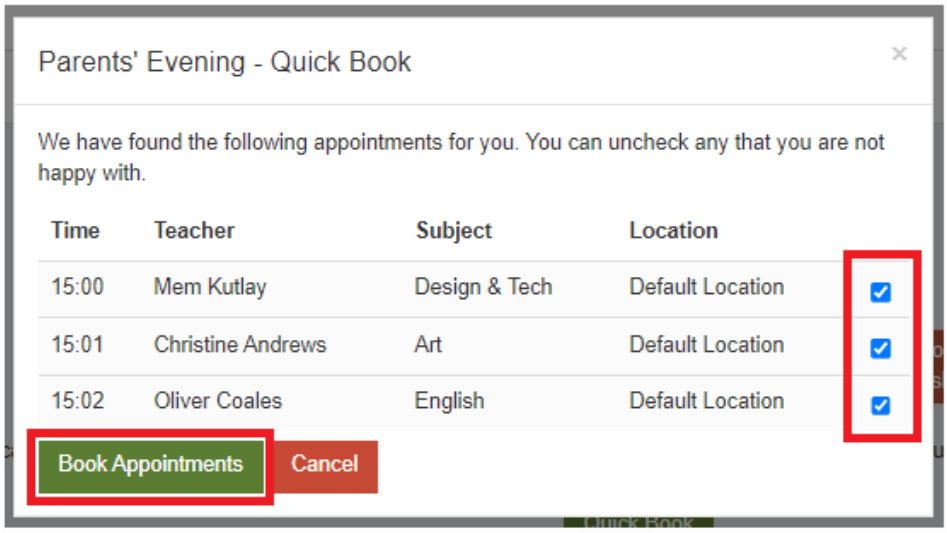
To select a slot manually, the **Parent** would click on the **Teacher** they would like to book an appointment with and then select **Book** next to the slot they would like to select.



To use **Quick Book**, the **Parent** would select the time they will be arriving for the **Parent's Evening** from the drop down and then click **Find Bookings.**



The system will then display the appointments it has selected for them. If any are unsuitable they can deselect them using the tick boxes on the right hand side, otherwise they would select **Book Appointments**.



They will receive confirmation at the top of the screen that the appointments have been booked successfully.

