



## Parents' Guide for Booking Appointments

### Guía para padres para reservar citas

Browse to / Navegador <https://alohacollege.meettheteacher.com/>

The form is divided into two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and a Confirm Email field. The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A 'Log In' button is at the bottom.

#### 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.

#### Paso 1: Iniciar sesión

Complete la información de la página y haga clic en el botón *Log In*.

Recibirá una confirmación de sus citas en la dirección de correo electrónico que usted facilite.

The screen has a green header 'Parents' Evening'. It contains a paragraph about the event, a 'Click a date to continue:' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' links. There is also a link 'I'm unable to attend'.

#### Step 2: Select Parent Teacher Conference

Click on the date you wish to book.

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

**Paso 2: Seleccione Conferencia de Padres y Profesores.** Seleccione la fecha que desea reservar.

¿No tiene disponibilidad para ninguna de las fechas que se muestran? Haga clic en *I'm unable to attend*.

The screen is titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option says 'Automatically book the best possible times based on your availability'. The 'Manual' option says 'Choose the time you would like to see each teacher'. A 'Next' button is at the bottom.

#### Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.

#### Paso 3: Seleccione Modo de Reserva

Elija *Automatic* si quiere que el sistema le sugiera la agenda de citas más corta posible en función de los horarios en los que usted esté disponible para asistir a las citas. Para elegir los horarios que desea reservar con cada profesor, seleccione *Manual*. Luego seleccione *Next*.

Le recomendamos que elija el modo de reserva automática cuando navegue en un dispositivo móvil.

The screen is titled 'Choose Teachers'. It has a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, there is a list of teachers: 'Ben Abbot', 'Mr J Brown' (SENCO), and 'Mrs A Wheeler' (Class 11A). Each teacher has a green checkmark in a box next to their name. A 'Continue to Book Appointments' button is at the bottom.

#### Step 4: Choose Teachers

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.

#### Paso 4: Seleccione Profesor

Si eligió el modo de reserva automática, arrastre el puntero de la parte superior de la pantalla para indicar lo más temprano y lo más tarde que puede asistir a sus citas.

Selecciona los profesores con los que quiere reservar citas. Una marca verde le indicará que están seleccionados. Para deseccionarlos, haga clic en su nombre.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamee	Andrew	French	L4

Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

### Paso 5a (Automático): Reservar citas

Si eligió el modo de reserva automática, verá las citas provisionales que se mantienen durante 2 minutos. Para mantenerlas, seleccione Aceptar en la parte inferior izquierda.

Si no le es posible reservar cita con todos los profesores seleccionados durante los horarios en los que usted puede asistir a reuniones, puede ajustar los profesores con los que desea reunirse e intentarlo de nuevo, o cambiar al modo de reserva a manual (Paso 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 5b (Manual): 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 finish the booking process.

### Paso 5b (Manual): Reservar citas

Seleccione cualquiera de las casillas verdes para hacer una cita. Las casillas azules significan que ya tienen una cita. Las grises indican que no están disponibles.

Para cambiar una cita, elimine el original pasando el cursor sobre el cuadro azul y seleccionando Eliminar. A continuación, elija una hora alternativa.

Una vez que haya terminado de reservar todas las citas, en la parte superior de la página en el cuadro de alerta, pulse ahí para terminar el proceso de reserva.

Home

My Bookings

View Bookings

Print

Year 11 Subject Booking

Print

Amend Bookings

This parents evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	English	E6
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr A Wheeler	Ben	History	M2
15:25	Mrs D Butler	Andrew	Mathematics	M2
15:30	Mrs J Foster	Andrew	Science	L4

## Step 6: 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*.

### Paso 6: Proceso Terminado

Todas sus reservas aparecerán ahora en la página de Mis Reservas. Habrá recibido una confirmación por correo electrónico y también podrá imprimir las citas seleccionando Imprimir. Haga clic en Suscribirse al Calendario para añadir estas y otras reservas futuras a su calendario.

Para cambiar sus citas, seleccione Modificar Reservas.