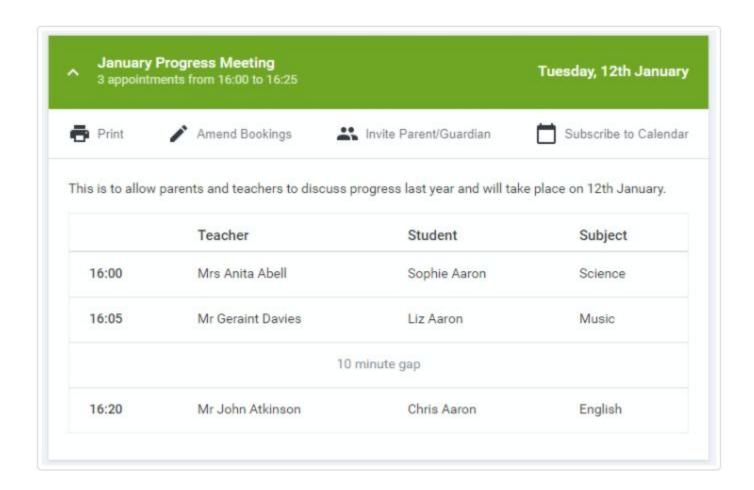


Parent guide to invite another parent/guardian to join your appointments:

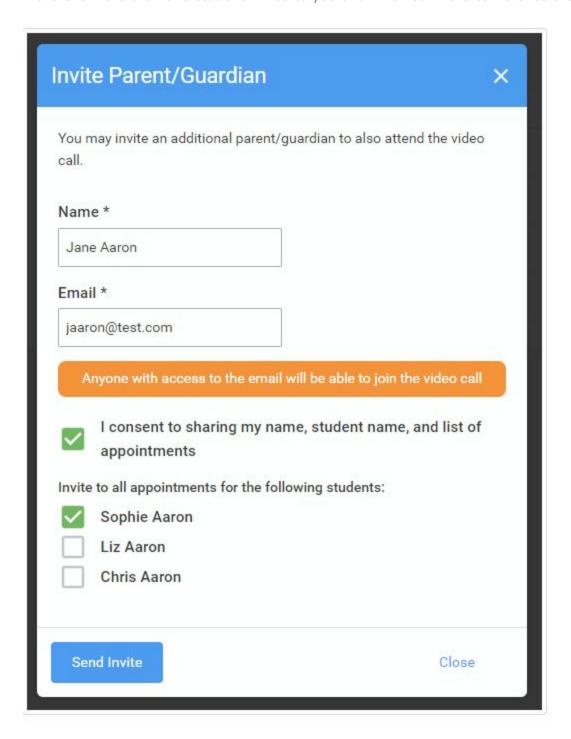
You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later login and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.



2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the conference they will all be shown.



You must enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

Video Call Invitation

January Parent Teacher Conference

You have been invited by Joe Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

Join Video Call

Or paste this link into your browser:

https://mymukmtt.meettheteacher.com/guests/video/186026? guestToken=789619afbdcc4e0aa5f298aee8d0d57e

The appointments are as follows:

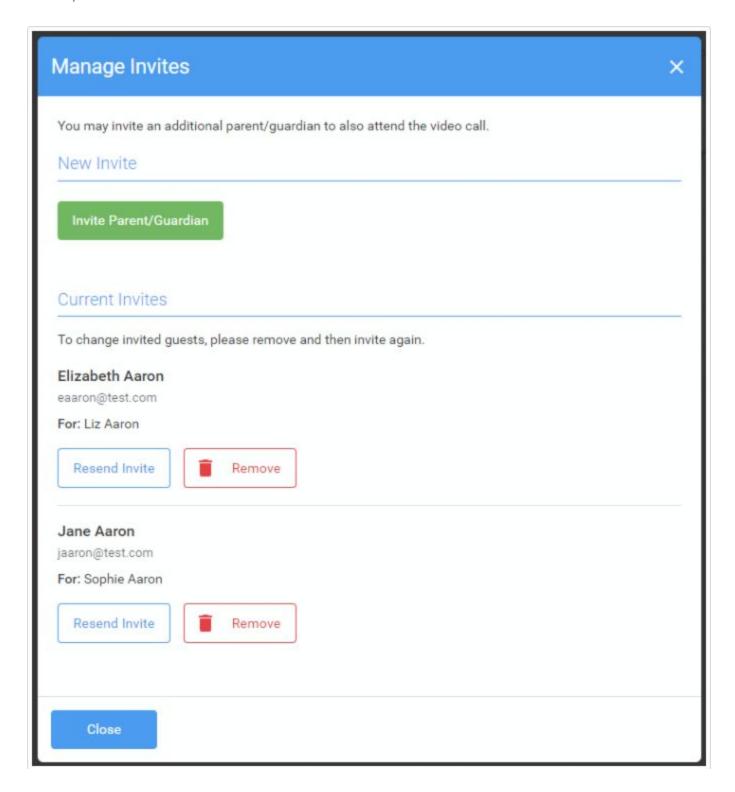
Date	Time	Student	Teacher	Department
Monday, 18th January	08:30	Jack Abbott	G Christiansen	math
Monday, 18th January	08:50	Jack Abbott	J Cummings	homeroom/advisory

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3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and allows you to *Resend* invites or *Remove* them.



If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Note A call can have a maximum of 4 people in it at any one time.