

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

## Step 1: Login

A confirmation of your appointments will be sent to the email address you provide.

## Step 2: Select Parent Teacher Conference

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

### Step 3: Select Booking Mode

We recommend choosing the automatic booking mode when browsing on a mobile device.

## Step 4: 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 5a (Automatic): Book Appointments

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).

### Step 5b (Manual): Book Appointments

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.

## 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*.