

# How to Use Bookings

## Overview

Bookings is an online tool that simplifies the process of booking events between parents and our schools. Bookings has been used to manage Parent Teacher Conferences, Grade 8 Graduations, Kindergarten Orientation activities, and Fundraiser Pick-ups. Bookings is a modern tool with all the conveniences you would expect, like instant confirmation, email confirmation, a reminder email, the opportunity to add the event to your calendar, the opportunity to reschedule, and the automated management of the meeting event (be that online or in person). If the event takes place online, the calendar event and the reminder email will include a link to the online meeting. Joining is as simple as clicking the link. Online events take place using Teams, our online communication tool.

## Booking your Parent Teacher Conference

The school will provide the link to their Bookings page. The image below shows a sample Bookings page. It was captured from a computer screen. Bookings uses responsive design, meaning it will resize and reorder the content to work conveniently on the device you access it from.



Sample BHNCD School



Booking for Fall Parent Teacher Conferences

 SELECT STAFF (OPTIONAL)

Anyone 

1. Select the **service or event** you wish to book. In the sample, there is only one option, the Fall Parent Teacher Conferences.
2. Select the **staff member** you wish to meet with.

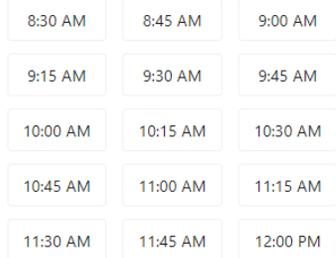
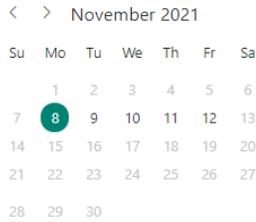
**Please Note:** The site says it is optional, but **you must** select a teacher, or the Bookings service will not know who you wish to meet with.

3. Select the **date you wish to meet** to see the available time slots.

November 08

 DATE

 TIME



 All times are in (UTC-05:00) Eastern Time (US & Canada)

**Please note:** The school will determine the dates/times available. Only those dates will be bookable. The day number of available dates will appear a shade darker than the unavailable dates.

4. Select the **time you wish to meet**.
5. Add your **details**

 ADD YOUR DETAILS

Name

Name

Email

Email

Phone number (optional)

Add your phone number

**Please note:** It is essential that you enter the email address correctly because that is where confirmation and reminder emails will be sent.

If you wish to be contacted by phone, **enter your phone number**.

6. Provide **additional information**

 PROVIDE ADDITIONAL INFORMATION

Please provide the first and last name of your child

Add your answer here

Please indicate whether you prefer to use Teams, our board's online communication platform, or receive a phone call for the conference.

--select an option--

Please indicate if there is a specific area of your child's progress that you would like to discuss. (optional)

Add your answer here

**Please note:** If you choose to connect via phone, it is essential that you provide the phone number in the details space above.

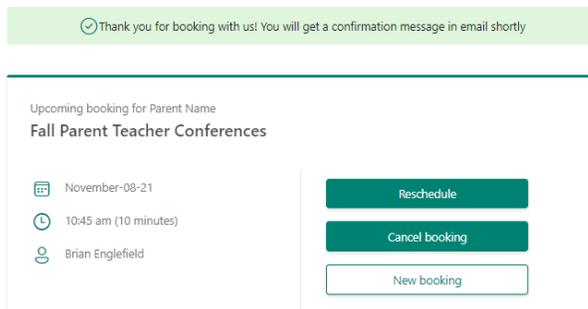
7. Click **Book** to submit your parent teacher conference booking



8. The Bookings tool will take you to a confirmation page where you can see your booking details. Buttons provide the opportunity to reschedule or cancel the booking. You can also create a new booking for another child in your household.



### Sample BHNCD School



## Confirmation Email

Parents receive a confirmation email that includes a link to return to the Bookings page to reschedule, cancel, or create another booking. Depending on the email platform they use, the event may also automatically appear on their calendar

## Joining the Parent Teacher Conference

The confirmation email and reminder email will both include a link to join the meeting. If a calendar event was created, it will also include a link to join the meeting.

If the phone option was selected when booking the event, ignore the Join meeting link. The teacher will call the phone number provided when the conference was booked at the specified time.