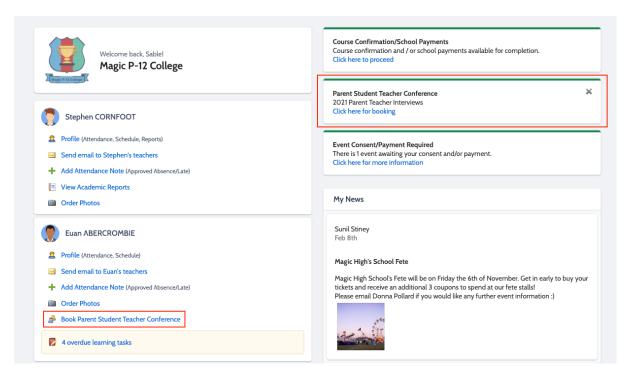# Parent Teacher Discussion Bookings – Desktop Computer

When Parent Teacher Discussions are open for bookings you will notified in Compass on your Home page.
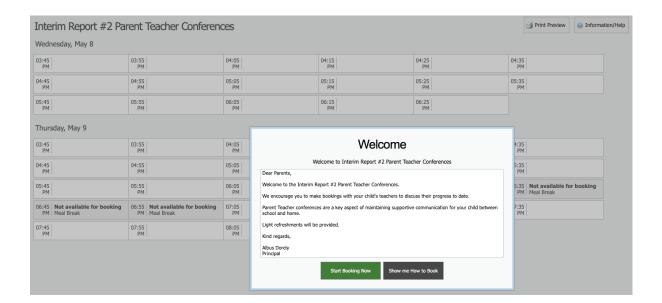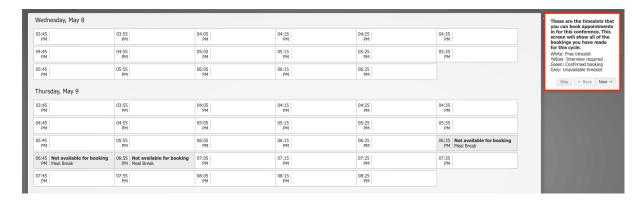

Making a booking

You can click the notification to proceed to make a booking.

Alternatively, you can click the Community menu (two people icon) and choose 'Conferences'.
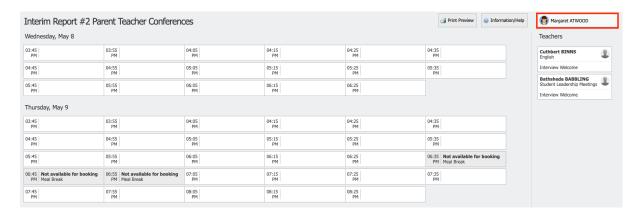
When you click the notification, you will be taken into that specific cycle. Then click either 'Start Booking Now' or 'Show me How to Book' to proceed'.

If you click 'Show me How to Book' this will take you to an instruction screen which you will be guided through or Skip.
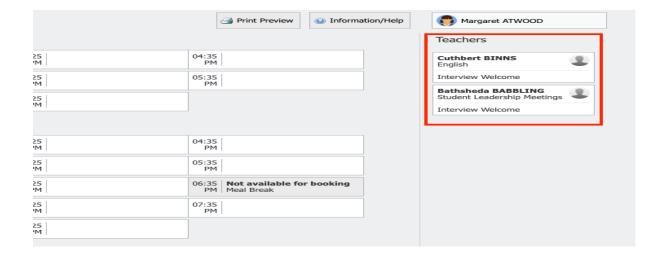

When proceeding to make a booking, you will see the student the booking screen is in relation to in the top right corner.

If you have more than one student enrolled in this cycle you will be able to select which child you are making bookings for.
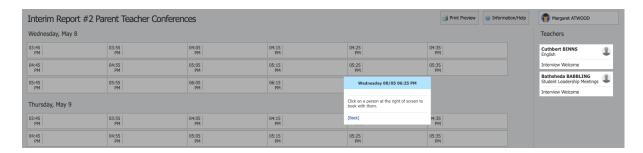
The possible classes or groups that bookings can be made for in relation to the student will display under their name.
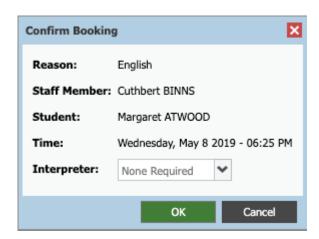
There are two ways to make bookings, by 'Timeslot' or by 'Teacher'.
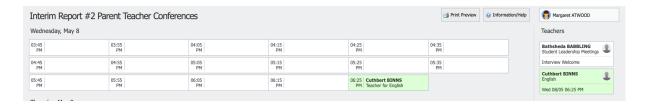
Timeslot
To book by timeslot, click the timeslot you are wanting to make the booking for. The teachers that are available to be book will be selectable on the right-hand side. If a teacher in the list is not available at the selected timeslot, they will be greyed out.

Click the staff member on the right that you want to book with at that selected time. A confirmation will pop-up then click 'OK' to make the booking.
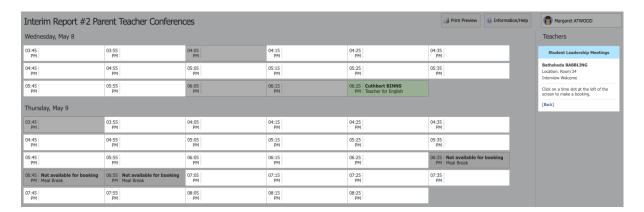

The timeslot and staff member will show as green indicating a booking is in place. Any staff you have made a booking with will show as green. White indicates they are yet to be booked.
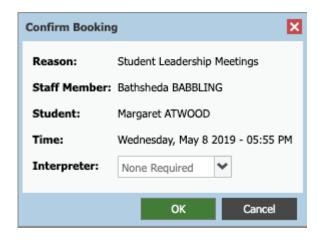
Teacher

To book by Teacher, click the teacher from the list on the right to make a booking. This will cause any timeslots that the teacher is still available for to display.

Click the timeslot you want to book with that teacher.

The confirmation will pop-up, click 'OK' to make the booking.

The timeslot and correlating staff member will show as green indicating the user has a booking in place.