

Video: Parents - invite another parent/guardian to join your appointments

Inviting 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 evening. 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 log in 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.

January Progress Meeting

3 appointments from 16:00 to 16:25

Tuesday, 12th January

Print

Amend Bookings

Invite Parent/Guardian

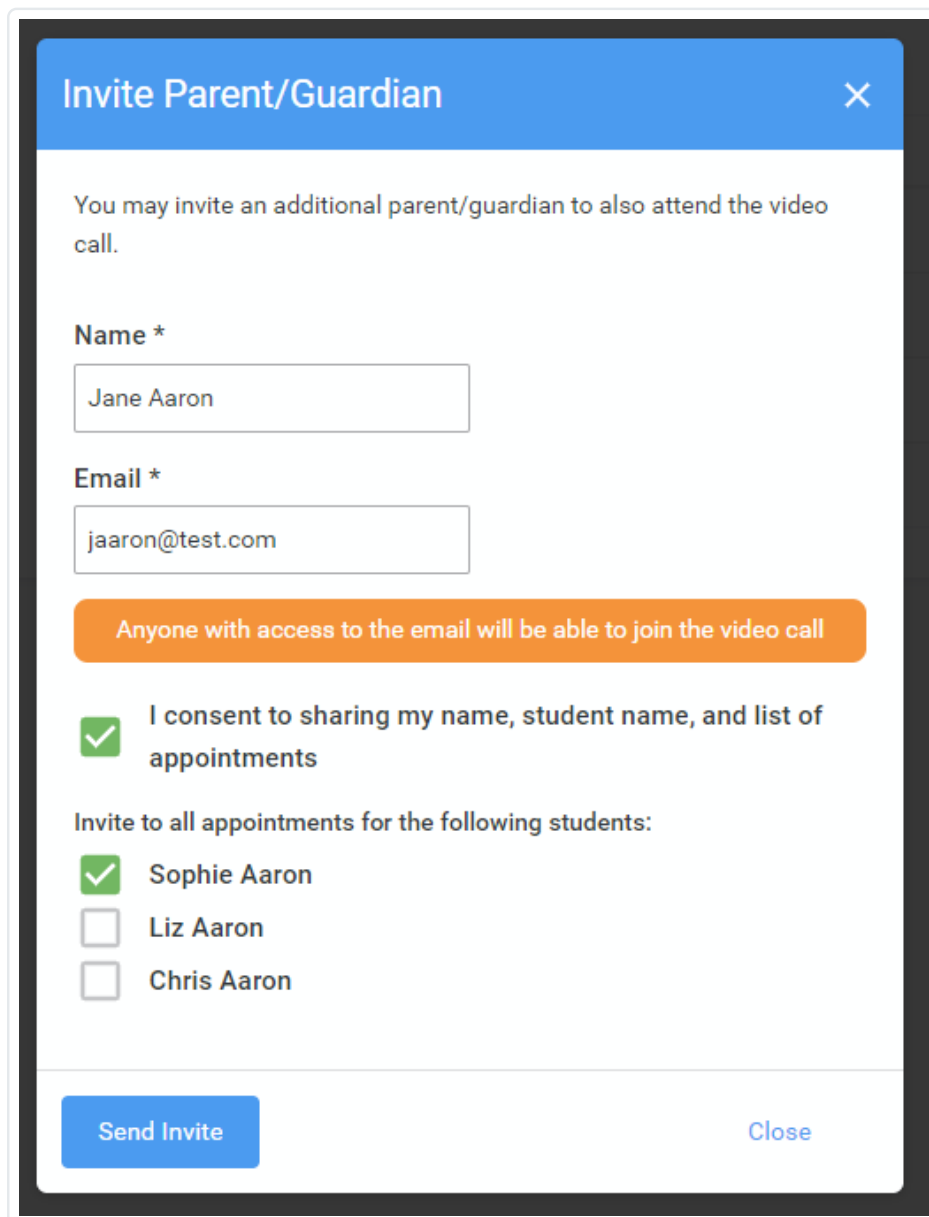
Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

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 evening they will all be shown.



The image shows a web-based dialog box titled "Invite Parent/Guardian" with a close button (X) in the top right corner. The dialog contains the following elements:

- A message: "You may invite an additional parent/guardian to also attend the video call."
- A "Name *" field with the text "Jane Aaron".
- An "Email *" field with the text "jaaron@test.com".
- An orange informational bar: "Anyone with access to the email will be able to join the video call".
- A consent section with a checked checkbox and the text: "I consent to sharing my name, student name, and list of appointments".
- A section titled "Invite to all appointments for the following students:" with three options:
 - A checked checkbox next to "Sophie Aaron".
 - An unchecked checkbox next to "Liz Aaron".
 - An unchecked checkbox next to "Chris Aaron".
- At the bottom, there is a blue "Send Invite" button and a blue "Close" link.

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.

Please note that **ONLY** the invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.

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

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael 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://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

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** (you can have **one** invite per student, if wished), and also allows you to *Resend* invites or *Remove* them. If you have no more invitations available the green button will be replaced with a message that says *Unable to invite another parent/guardian. Only one invite can be sent per student.*

Manage Invites

You may invite an additional parent/guardian to also attend the video call.

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron

eaaron@test.com

For: Chris Aaron

Resend Invite

Remove

Jane Aaron

jaaron@test.com

For: Sophie Aaron

Resend Invite

Remove

New Invite

Invite Parent/Guardian

Close

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 that a call can have a maximum of 4 people in it at any one time. A school can assign 3 teachers to take joint appointments for a class, if they do this the parent can still invite their ONE guest, however once the number of active participants in the call reaches 4 no further people can join it (unless one of the existing participants leaves the call).

