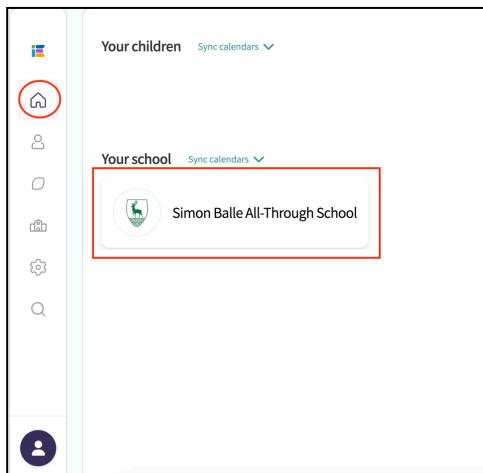


Booking an appointment in INVOLVE

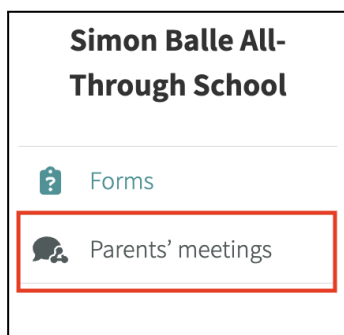
To access and book student consultation evening appointments, please follow these steps:

Please bear in mind that when booking appointments on a phone, this layout may look slightly different, however, the instructions will still apply.

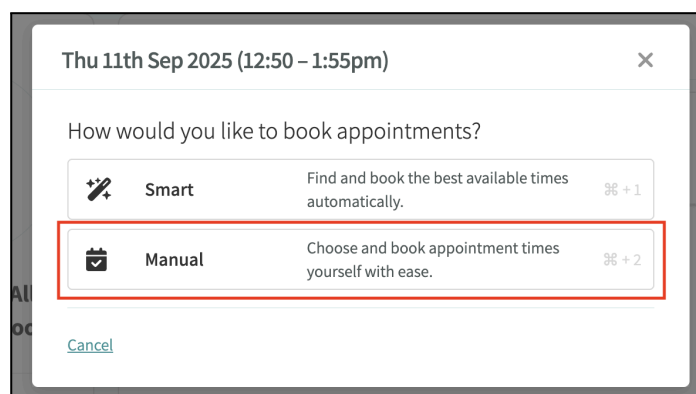
1. Log into Involve and see this homescreen. Click on Simon Balle All-through School



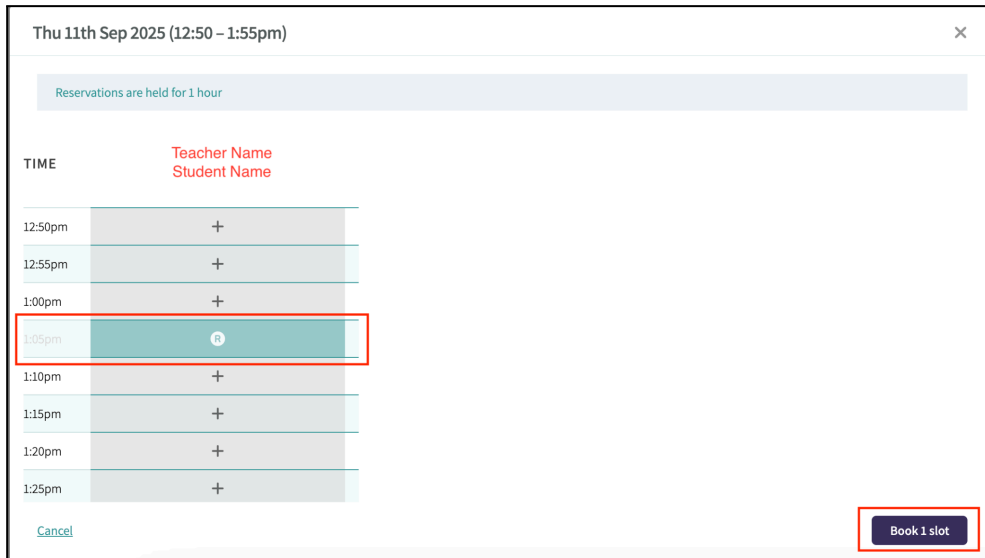
2. Click on Parents Meetings



3. You will see the event for the upcoming Consultation Evening, click on this, then click Manual



4. All the classes will come up with time slots, please book 1x 5 minute timeslot per class to reserve
5. To confirm your booking, ensure you have clicked “Book Slots” in the bottom right hand corner (image below)



6. On the day of the meeting, go to your student’s timeline, accessible via the person icon, and your appointments will show here
 - a. For Online Meetings, click on the rectangular event and an online video call will come up on your screen

