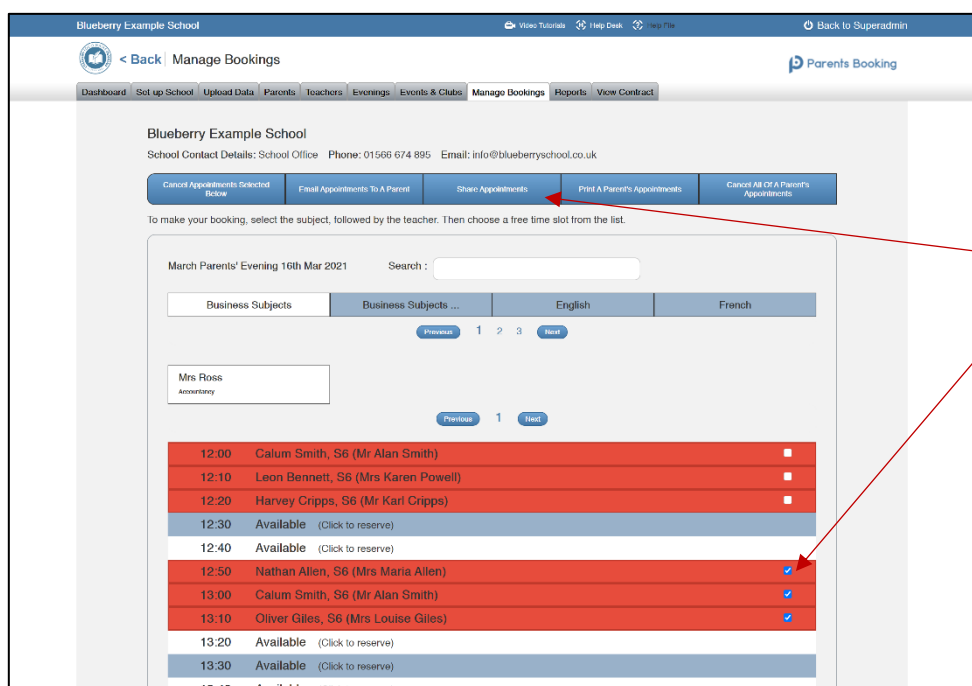


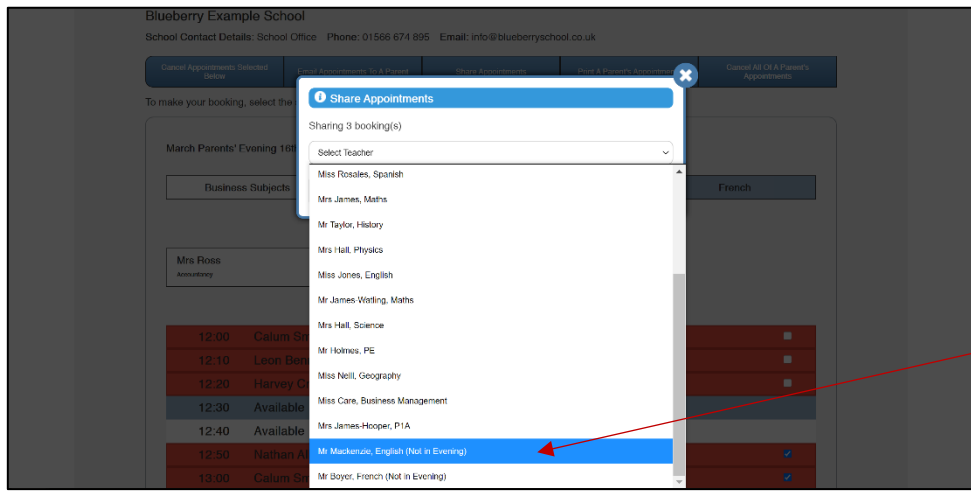
Sharing Existing Bookings, so that Multiple Teachers Can Join the Same Video Meetings

1. This functionality works by sharing bookings that have already been made. As such, we would recommend it is used as bookings are being taken from parents, OR perhaps better-still after the 'booking deadline' has closed, so that bookings can be freely shared in one slick process.
2. In the Parents Booking Admin Area, make sure the teacher you want to share the appointment(s) with is on the Teachers page. If you don't exist, create them and make sure to give them an email address and send them their e-mail login details (usually by ticking their account and pressing Email Password Reset).

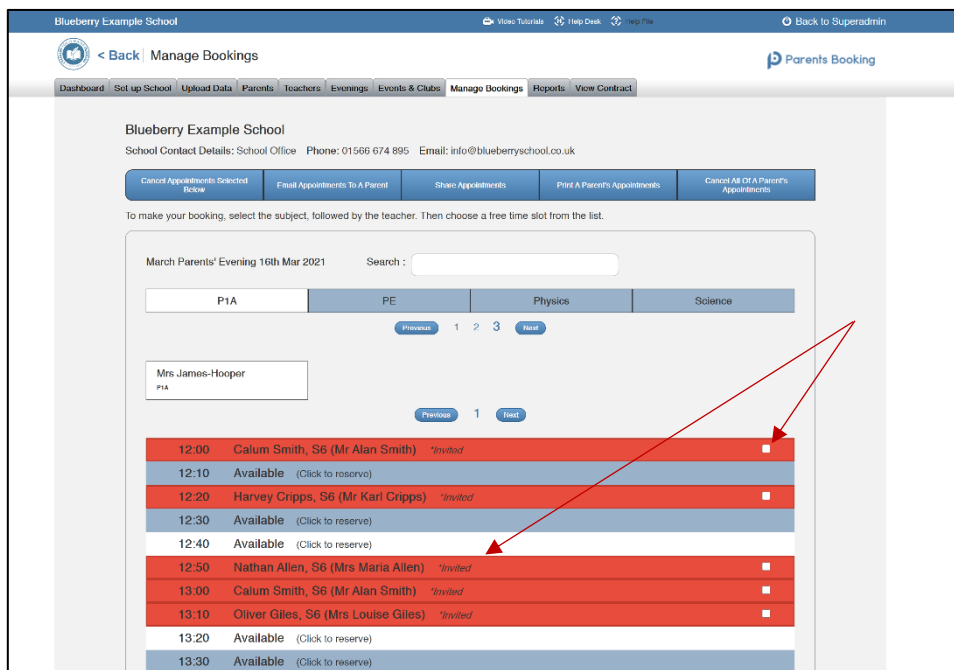


3. Go to Manage Bookings and click on your parents' evening name. Find the 'Share Appointments' button at the top of the page. Use this to share bookings, firstly by ticking the bookings you want to share (e.g. find the teacher, tick the appointments) and then press Share Appointments. A pop-up box will ask which teacher you want to share the appointments with. Search the list for the teacher and select them. The bookings will be shared, so long as the teacher did not have conflicting times.

N.B. If the teacher was not already in the parents' evening, they will be added, and their appointment time lengths will be the same as the teacher from whom you shared the appointments.



- You can now search for the teacher you added the bookings to (you may need to refresh the Manage Bookings page, if you added a new teacher) and you will see the bookings have been shared. The bookings say “*Invited” next to the teacher who has had them shared with them. These shared bookings can be removed by ticking and pressing the ‘Cancel appointments selected below’ button in the top left of the web page, without deleting them altogether (they will remain booked against the original teacher).



- Both teachers can then login as normal and join their video meetings, and will both be able to join the same video meeting with the parent(s), allowing for 3+ participants.

