

Progress Meeting Bookings

Appointments can be made manually or through the automatic function. The automated process will create a schedule matching your preferred start time.

Automatic Booking – Guidelines

1. Log into the Parent Portal and navigate to Progress Meeting Bookings
2. Click 'Make Appointments Automatically'
3. If you have multiple students, select one and the relevant date and your preferred starting time
4. Choose teachers you wish to meet or use 'Select\Unselect all Teachers'
5. Click 'Continue'
6. View selection before final confirmation
7. Click 'Make Bookings', then 'Yes' to confirm
8. Close the Booking window
9. Bookings can be deleted by clicking the relevant **X**
10. For your records, select 'Email myself current bookings' or 'View PDF of current bookings'
11. Click 'Logout'

Manual Booking – Guidelines

1. Log into the Parent Portal and navigate to Progress Meetings
2. Click 'Make Appointments Manually'
3. Select the relevant interview date
4. Select the teachers you wish to meet
5. Click 'Continue'
6. Select your preferred times to meet each teacher
7. Click 'Make Bookings'
8. Click 'Yes' to confirm bookings
9. Close the Bookings window
10. Bookings can be deleted by click the relevant **X**
11. For your records, select 'Email Myself current Bookings' or 'View PDF of current Bookings'
12. Click 'Logout'