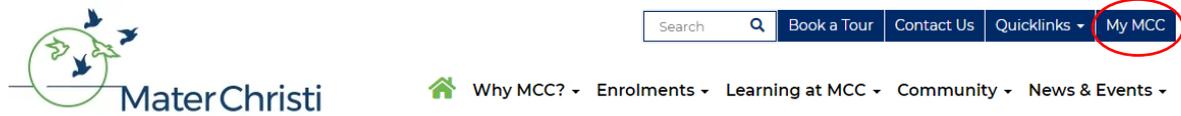
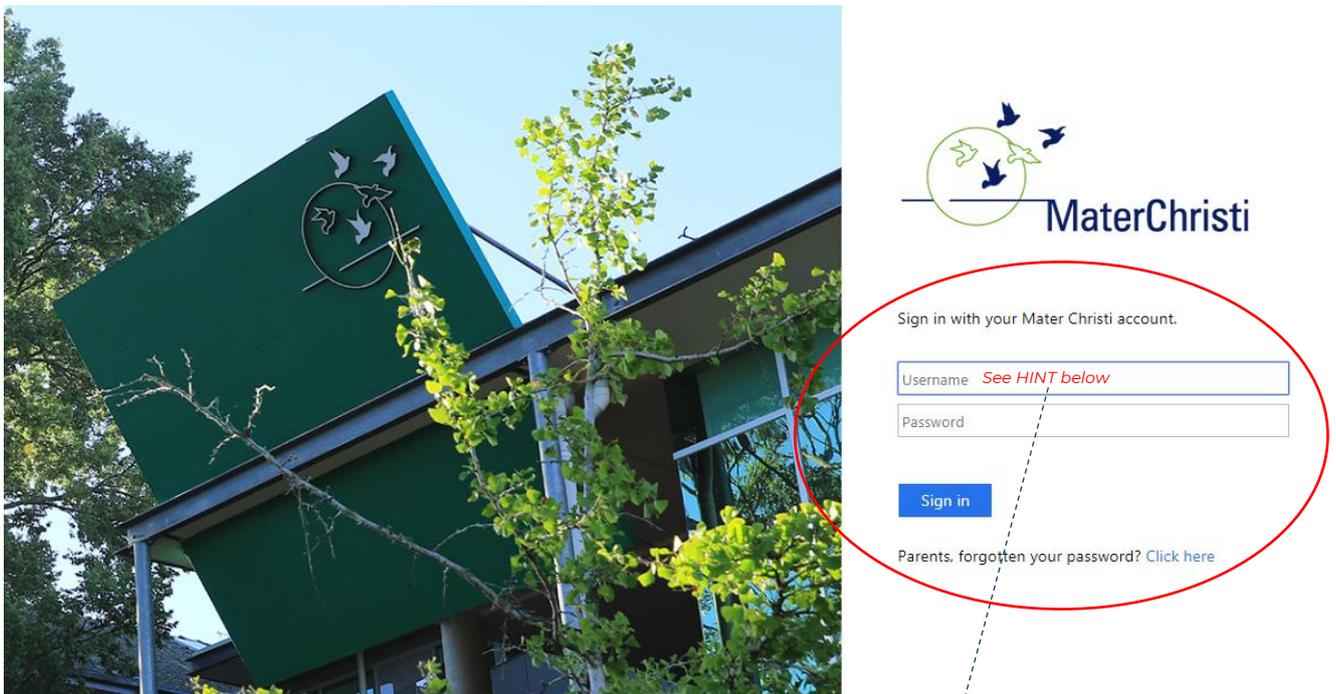


How to Book Progress Meetings

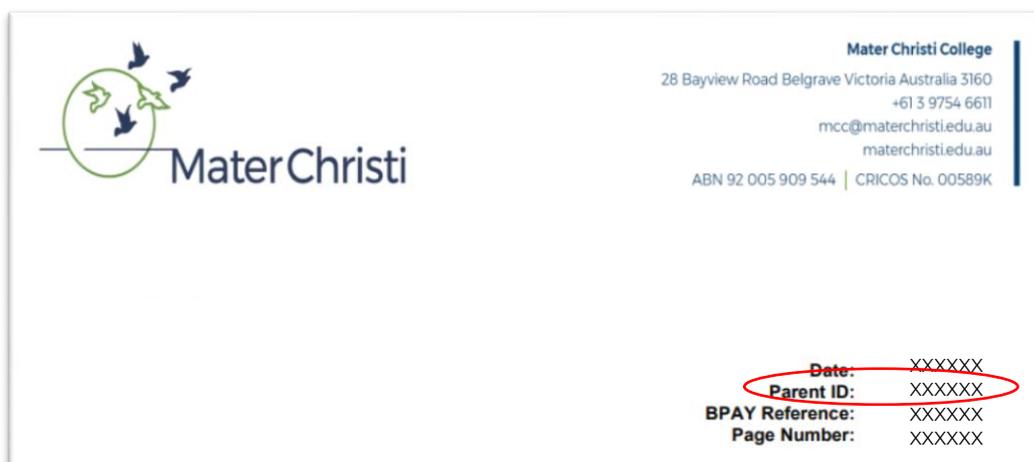
1. Go to the Mater Christi website and select [My MCC]:



2. Enter in your Username and Password then select [Sign in]:



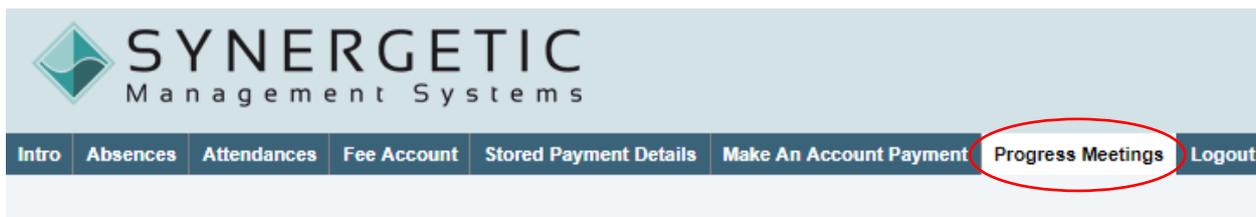
HINT!!! You can locate your Parent ID on your Fee Account Statement at the top of the page (as follows):



3. Once you have logged in, select the [Progress Meetings] icon:

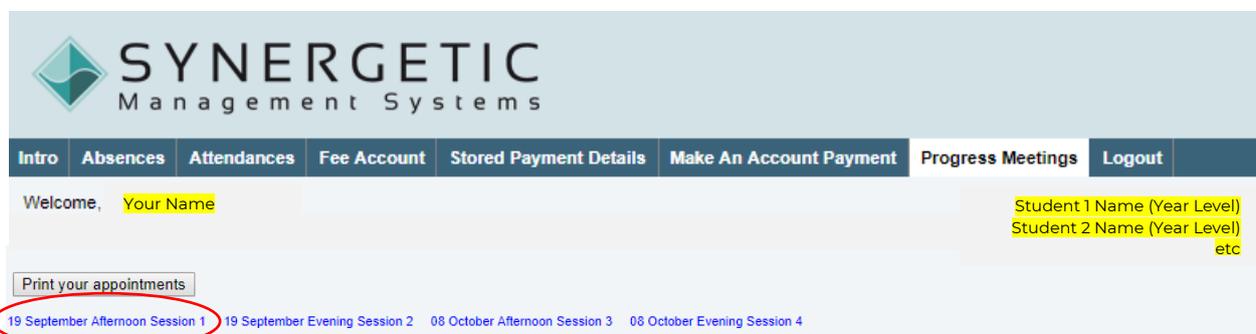


4. Click on the [Progress Meetings] tab:



5. Your name will appear in the welcome message along with your daughter's name and Year level at the right of screen. Click on your preferred date and session.

(If you have multiple students listed, simply click on the student you wish to begin making bookings for. Once you have completed your bookings for this student, click on the next student, you wish to make bookings for, and so on.)

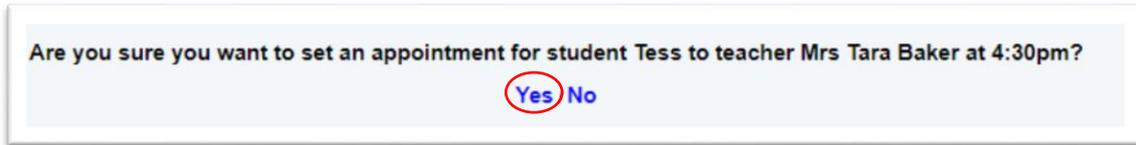


Note: there is an afternoon and an evening session scheduled for each date!

6. Your daughter's teachers and subjects will be listed together with each teacher's availability in each session. Select one teacher at a time by clicking on [avail] under the time slot you choose.

	4:00pm	4:10pm	4:20pm	4:30pm	4:40pm	4:50pm	5:00pm
Mrs Tara Baker Psychology Unit 4	avail						
Ms Catherine Close English Unit 2	avail						
Ms Melissa MacEoin Chemistry Unit 2	avail						
Ms Margherita Magagna Religion & Society Unit 1	avail						
Mrs Sharon Olive Mathematical Methods Unit 2	avail						
Mrs Denise Simmons Biology Unit 2	avail						
Mr Ren Zhou Certificate III in Applied Language - Chinese, PG 11	avail						

7. The following message will appear, click on [Yes].



8. Your daughter's name will appear under the time you have selected indicating your booking has been successful.

	4:00pm	4:10pm	4:20pm	4:30pm	4:40pm
Mrs Tara Baker Psychology Unit 4				cancel Tess	
Ms Catherine Close English Unit 2	avail	avail	avail		avail
Ms Melissa MacEoin Chemistry Unit 2	avail	avail	avail		avail
Ms Margherita Magagna Religion & Society Unit 1	avail	avail	avail		avail
Mrs Sharon Olive Mathematical Methods Unit 2	avail	avail	avail		avail
Mrs Denise Simmons Biology Unit 2	avail	avail	avail		avail
Mr Ren Zhou Certificate III in Applied Language - Chinese, PG 11	avail	avail	avail		avail

Note: As displayed here - all other bookings for this teacher will become blank on your screen as you cannot book more than one time slot per teacher. Similarly, you will be unable to book another teacher using the same time slot as this timeslot will also become blank for all other teachers ensuring you cannot double-book yourself!

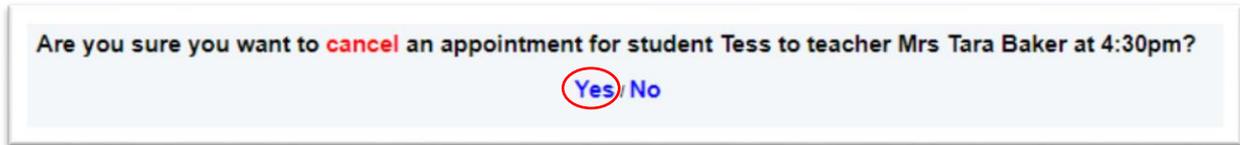
9. Continue using the same process for each of the teachers you would like to meet.

	4:00pm	4:10pm	4:20pm	4:30pm	4:40pm
Mrs Tara Baker Psychology Unit 4				cancel Tess	
Ms Catherine Close English Unit 2					cancel Tess
Ms Melissa MacEoin Chemistry Unit 2	avail	avail	avail		
Ms Margherita Magagna Religion & Society Unit 1	avail	avail	avail		
Mrs Sharon Olive Mathematical Methods Unit 2	avail	avail	avail		
Mrs Denise Simmons Biology Unit 2	avail	avail	avail		
Mr Ren Zhou Certificate III in Applied Language - Chinese, PG 11	avail	avail	avail		

10. If you would like to cancel an appointment, select the [cancel] option directly above your daughter's name:

	4:00pm	4:10pm	4:20pm	4:30pm	4:40pm
Mrs Tara Baker Psychology Unit 4				cancel Tess	

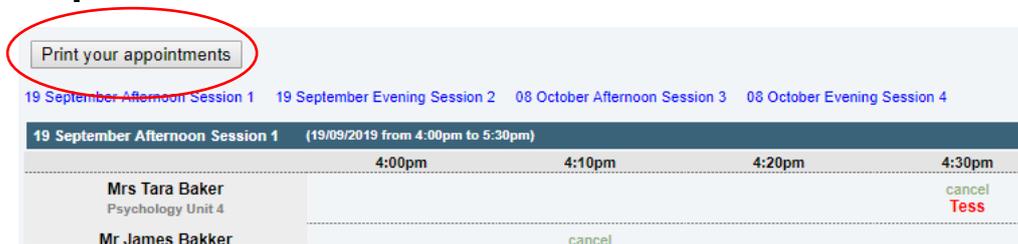
11. The following message will appear, click on [Yes].



12. The timeslot will revert to [avail] indicating the cancellation has been successful.

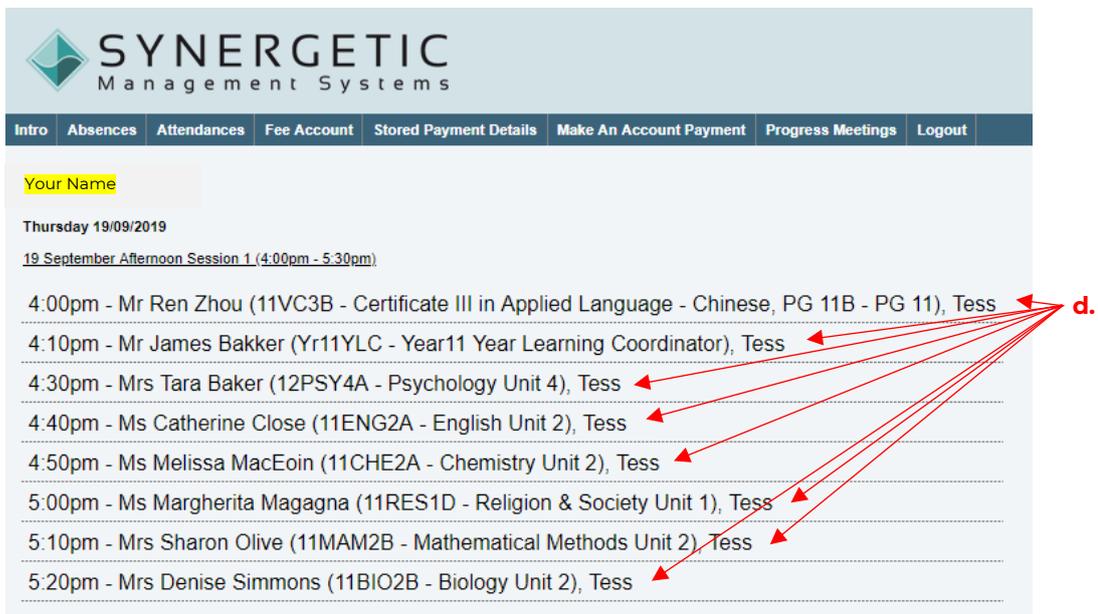
19 September Afternoon Session 1 (19/09/2019 from 4:00pm to 5:30pm)	4:00pm	4:10pm	4:20pm	4:30pm
Mrs Tara Baker Psychology Unit 4	avail	avail	avail	avail

13. When all your bookings have been made you can choose to print them by selecting [Print your appointments].



14. A list with your bookings will be displayed showing:

- your name,
- the date and session
- each time slot with teacher and subject name
- your daughter's name (at the end)



15. Click on [Logout] to complete your session:

