Parents' Guide for Booking Appointments

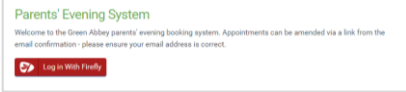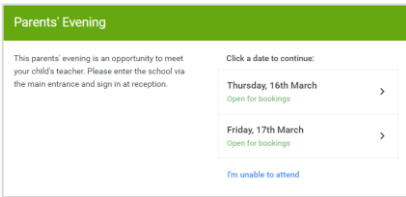**schoolcloud**

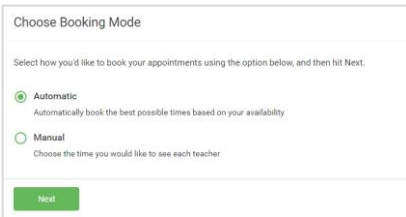Browse to https://jackhunt.schoolcloud.co.uk/

Login

- Click the *Log in With Firefly* button and then enter your Firefly login details.

Select Parents' Evening

- Click on the date you wish to book.
- Unable to make all of the dates listed? Click *I'm unable to attend*.

Select Booking Mode

- Choose *Manual*. Then press *Next*. (Recommended)
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- Note: Choosing *Automatic* will allow the system to select the appointments for you but will not allow you to leave messages.
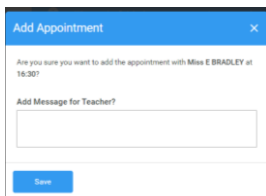
(Automatic): Book Appointments

- Please book Manually so any questions for the teachers can be added in the message sections prior to the evening.

(Manual): Book Appointments

- Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.
- To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.
- Leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.
- Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.
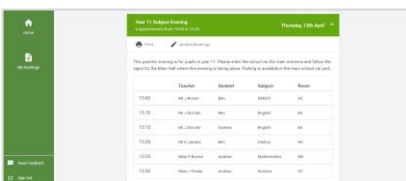
Finished

- All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.
- To change your appointments, click on *Amend Bookings*.