Booking Appointments Manually with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you, select the one you wish to **Book** and click the **Book** button.



Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.

	Parents	Evening		
Book appointments individually below, or click the 'Quick Book' option to let us automatically book your appointments.				
		Select time	Park	
	15:30		•	
	15:35			
		Book		

The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.



Using the Quick Book Option with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you. Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**.



When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button.

÷	Parents' Evenir	ng - Quick Book	
Book belov optio your	Pick the time that you will be arriving for the parents' evening below. The system will then automatically book your appointments.		
	15:30	\bigcirc	
	15:45	\bigcirc	
	16:00	\bigcirc	3
	16:15	0	
	16:30	\bigcirc	
	16:45	\bigcirc	
(My	Find Bo	pokings	22

All of your **Appointments** will then be **Booked** from the selected **Time**. to deselect a **Time** untick the box, when finished click the **Book Appointments** button to save the **Appointments**, which will then be displayed.



The **Appointments** can still be **Cancelled** by clicking the **Cancel** button.