

Parents' Guide for Inviting another person to join their appointments

If it is not possible for both parents to be in the same location for the virtual Parents' Meeting, only one parent should make the appointments and then allow the other parent access to those appointments from another device. This access can be granted at the time of booking, or later if required.

| | Teacher | Student | Subject |
|-------|-------------------|---------------|---------|
| 16:00 | Mrs Anita Abell | Sophie Aaron | Science |
| 16:05 | Mr Geraint Davies | Liz Aaron | Music |
| | | 10 minute gap | |
| 16:20 | Mr John Atkinson | Chris Aaron | English |

1. Once you have made your bookings (or when you later log in and go to **My Bookings**) click on the **Invite Parent/Guardian** link at the top of the list of your bookings. If you have already sent an invitation this link will show as **Manage Invites** instead.

2. You will then be presented with a box asking for the details of the person to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *

Jane Aaron

Email *

jaaron@best.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron

Liz Aaron

Chris Aaron

Send Invite Close

You **must** enter a **Name**, and an **Email address**, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue **Send Invite** button an email is sent to the address entered, giving them a link and details on how to join the call.

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time.

[Join Video Call](#)

Or paste this link into your browser:

<https://greenabbey.schoolcloud.co.uk/guests/video/39372?questToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

| Date | Time | Student | Teacher | Department |
|-----------------------|-------|--------------|---------------|------------|
| Monday, 21st December | 16:10 | Ben Abbot | Mr J Sinclair | English |
| Monday, 21st December | 16:20 | Andrew Abbot | Mr J Sinclair | English |

Here is an example of what the invite email looks like.

Manage Invites

You may invite an additional parent/guardian to also attend the video call.

[New Invite](#)

[Invite Parent/Guardian](#)

[Current Invites](#)

To change invited guests, please remove and then invite again.

Elizabeth Aaron
eaaron@test.com
For: Liz Aaron

[Resend Invite](#) [Remove](#)

Jane Aaron
jaaron@test.com
For: Sophie Aaron

[Resend Invite](#) [Remove](#)

[Close](#)

3. You will then see a **Manage Invites** box that shows your sent invitation(s) which allows you to Resend invites or Remove them. If you click Remove the link in the previously sent invitation it will no longer work and that person can no longer join the video call.

Note that only one other person can be invited to be on a call.