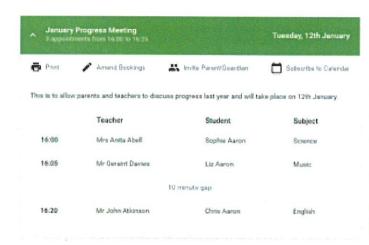
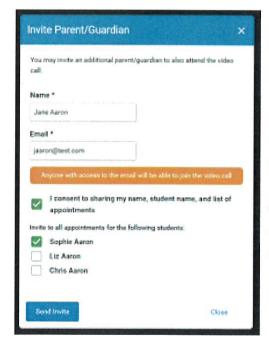
Parents' Guide for Inviting another person to join their appointments

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.



- 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.
- 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.



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/micrephone at any time.

Join Video Call

Or paste this link into your browser: https://greenabbey.schoolcloud.co.uk/guests/vidso/393722 guestToken=26fac3787e3d4a829e54045e4fc14e53

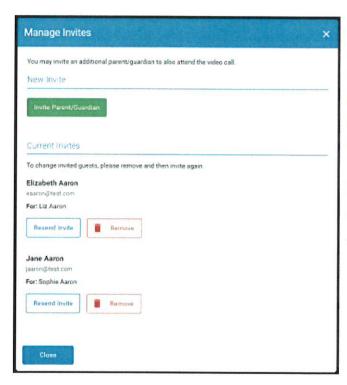
The appointments are as follows:

 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.



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.