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## How to book Parents Evening appointments using MCAS

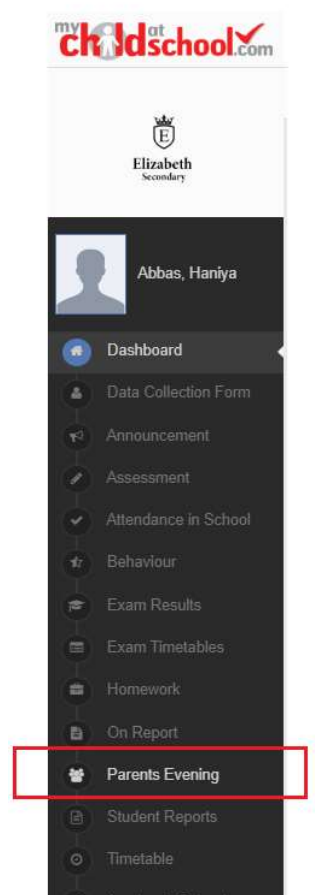
Parents can use this guide to learn how to book their **Appointments** for **Parents Evening**. This includes **Booking Manually** or using the **Quick Book** option with the **Parent Portal** on a desktop view or from the **Parent Portal App**.

### Containing:

- [Booking Appointments Manually](#)
- [Using the Quick Book Option](#)
- [Booking Appointments Manually with the MCAS Parent App](#)
- [Using the Quick Book Option with the MCAS Parent App](#)
- [Online Parent Meetings](#)

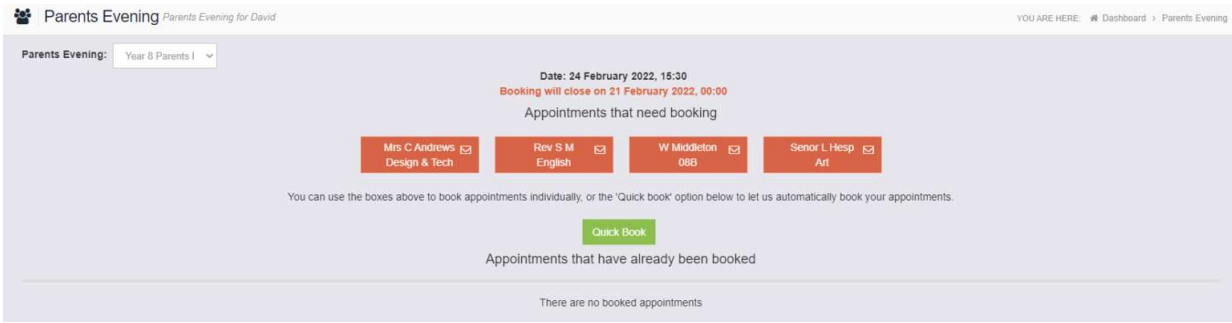
See also [How to use the MCAS Parent Portal – Bromcom](#)

Login to the **MCAS Parent Portal** desktop view from <http://www.mychildatschool.com> then from the left **Menu** select the **Parents Evening** option.



*Parents Evening*

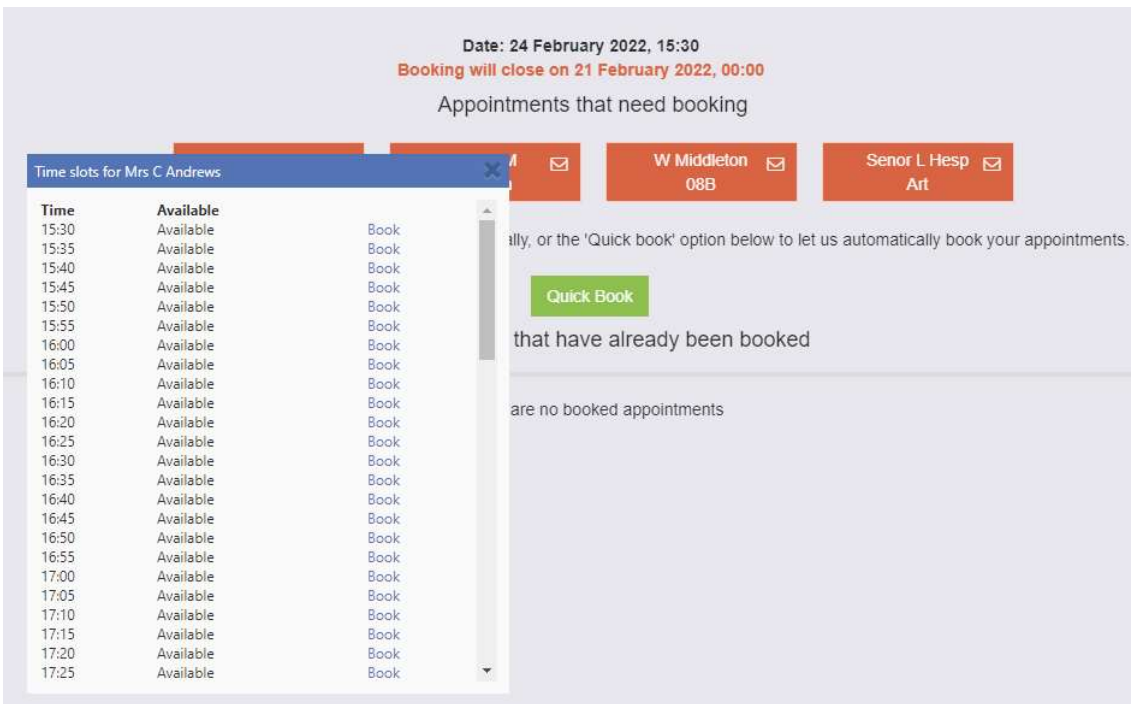
This will open the **Parents Evening** page displaying available **Appointments** that can be booked in the red blocks.



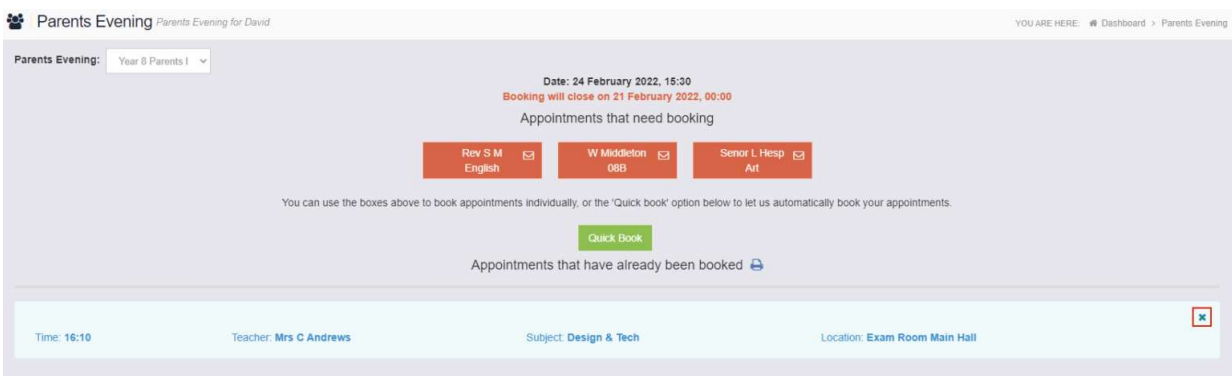
Appointments that need booking

## Booking Appointments Manually

The available **Appointments** are displayed in red **Blocks**, click on a **Red Block** to **Book** your **Appointment**. Then from the available listed **Times** click on the word **Book** to the right.



The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again.



Booked Appointment

If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**.

Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents 1

Date: 24 February 2022, 15:30  
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Not Available	
16:10	Not Available	
16:15	Not Available	
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

Time: 16:10 Teacher: Mrs C Andri Location: Exam Room Main Hall

Not available

When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

Clicking on the **Print** icon will allow you to **Print** all of the **Booked Appointments**.




Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents 1

Date: 24 February 2022, 15:30  
Booking will close on 21 February 2022, 00:00

Appointments that have already been booked 

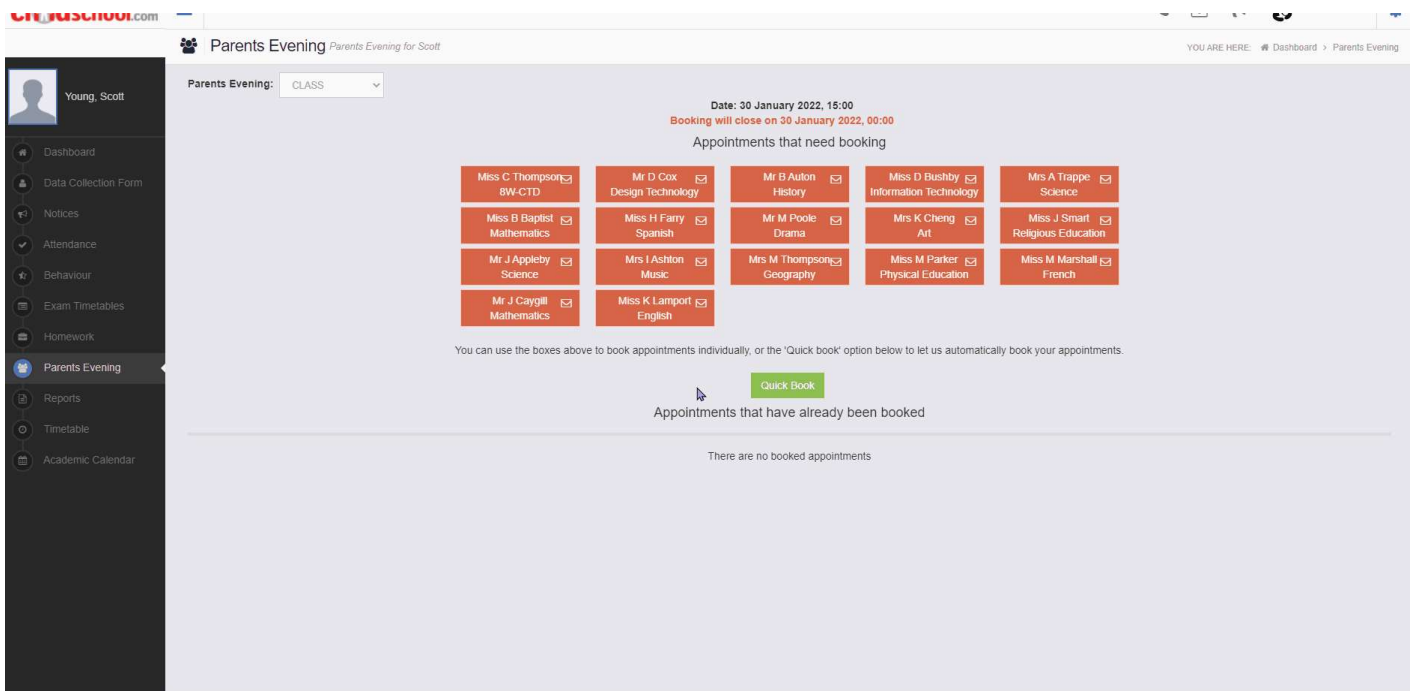
Time: 16:10	Teacher: Mrs C Andrews	Subject: Design & Tech	Location: Exam Room Main Hall
Time: 16:20	Teacher: W Middleton	Subject: 08B	Location: Exam Room Main Hall
Time: 16:35	Teacher: Rev S M	Subject: English	Location: Exam Room Main Hall
Time: 16:50	Teacher: Senor L Hesp	Subject: Art	Location: Exam Room Main Hall

Print Icon

## Using the Quick Book Option

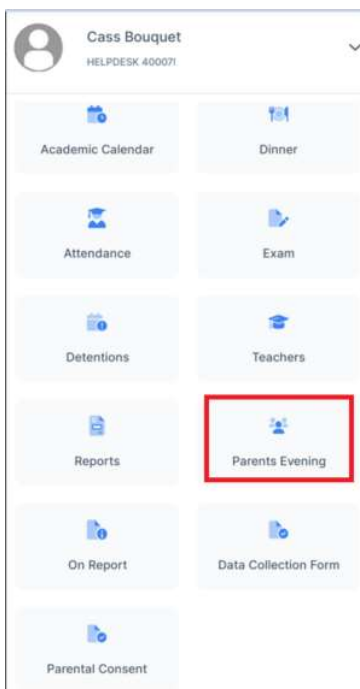
Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**. When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button. All of your **Appointments** will then be selected, to deselect a time untick the box, when finished click the **Book Bookings** button to save the **Appointments**, which will then be displayed.

To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top ready to be **Booked** again using the **Manual** or **Auto-Booking** options.



## Booking Appointments Manually with the MCAS Parent App

Select **Parents Evening** from the menu.



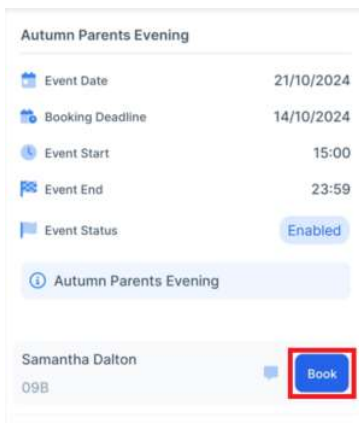
*Parents Evening*

Select the **Parents Evening** you would like to book sessions for from the list.



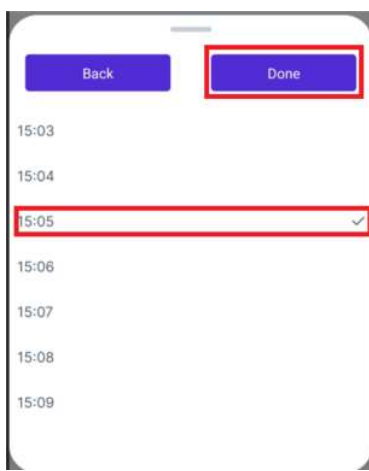
*Select Parents Evening*

This will display a list of all the teachers you are able to book sessions with. Click **Book** next to the name of the **Teacher** you would like to book an **Appointment** for.



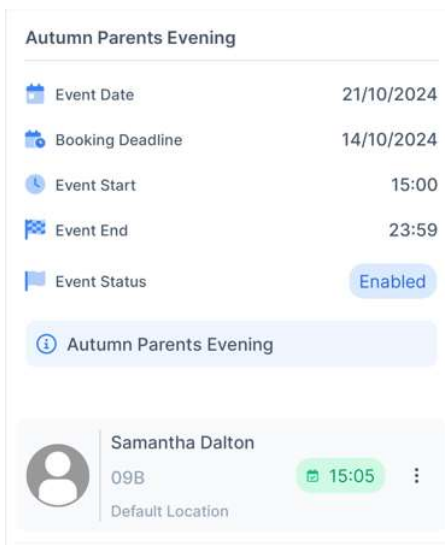
*Book*

This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you're happy, click **Done**.



*Select Time*

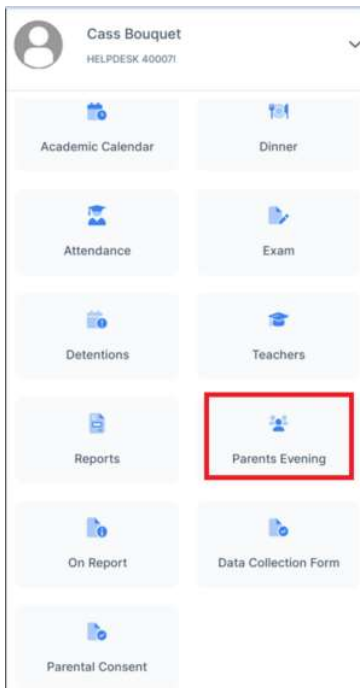
Your selected time will then appear in green next to the **Teacher**.



*Confirmed Appointment*

## Using the Quick Book Option with the MCAS Parent App

Select **Parents Evening** from the menu.



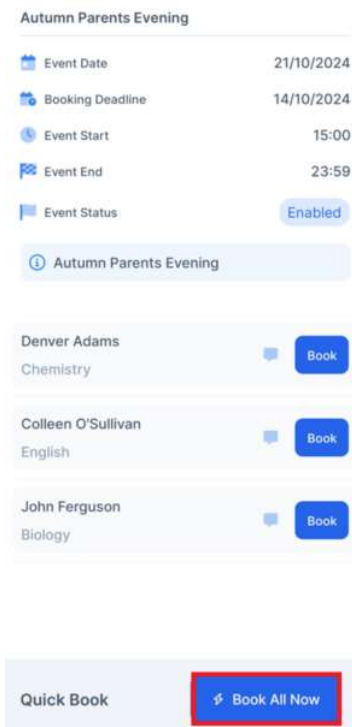
*Parents Evening*

Select the **Parents Evening** you would like to book sessions for from the list.



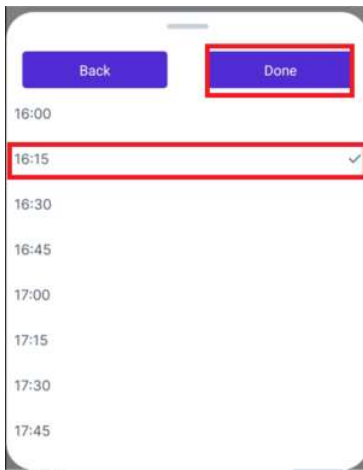
*Select Parents Evening*

This will display a list of all the teachers you are able to book sessions with. Click **Book All Now** at the bottom of the screen.



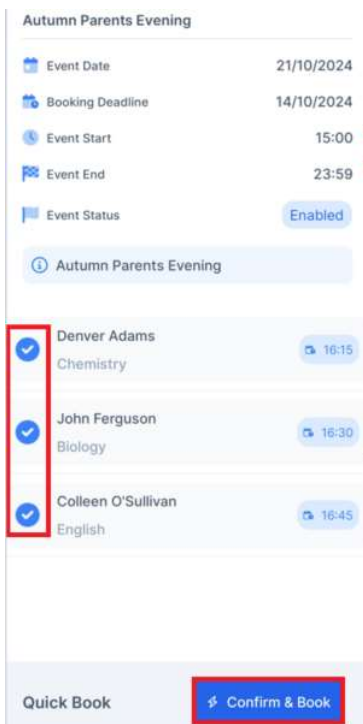
*Book All Now*

This will open a time picker, select the time that you will be arriving for the parents evening and click **Done**.



Select Arrival Time

This will then automatically allocate **Appointments** to you based on the booking rules set up by the **School**. If there are any **Appointments** that you are unhappy with and would like to manually review, untick them using the tick boxes to the left. Once only those **Appointments** that you are happy with are selected click **Confirm & Book**.






Review Automatic Schedule

The appointments will then display in green to indicate they are confirmed. Any **Appointments** that you unticked will be available to book manually.

## Autumn Parents Evening

Event Date	21/10/2024
Booking Deadline	14/10/2024
Event Start	15:00
Event End	23:59
Event Status	Enabled

Autumn Parents Evening

	<b>Denver Adams</b> Chemistry Default Location	16:15	⋮
	<b>John Ferguson</b> Biology Default Location	16:30	⋮
	<b>Colleen O'Sullivan</b> English Default Location	16:45	⋮

## Online Parent Meetings

If **Google** or **Office365 integration** is active, the option to hold **Online Parents Evening Meetings** has been added. When active **Meeting Invites** will be sent out by the **School**.

Updated on October 7, 2024

Tagged: [How to Book Parents Evening Appointments using MyChildAtSchool](#) [MCAS](#) [MCAS App](#) [MCAS Parent Portal](#) [MCAS Parent Portal App](#) [MyChildAtSchool](#) [MyChildAtSchool App](#) [MyChildAtSchool Parent App](#) [MyChildAtSchool Parent Portal](#) [Parent Evening](#) [Parent Evenings](#) [Parents Evening](#) [Parents Evenings](#)

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