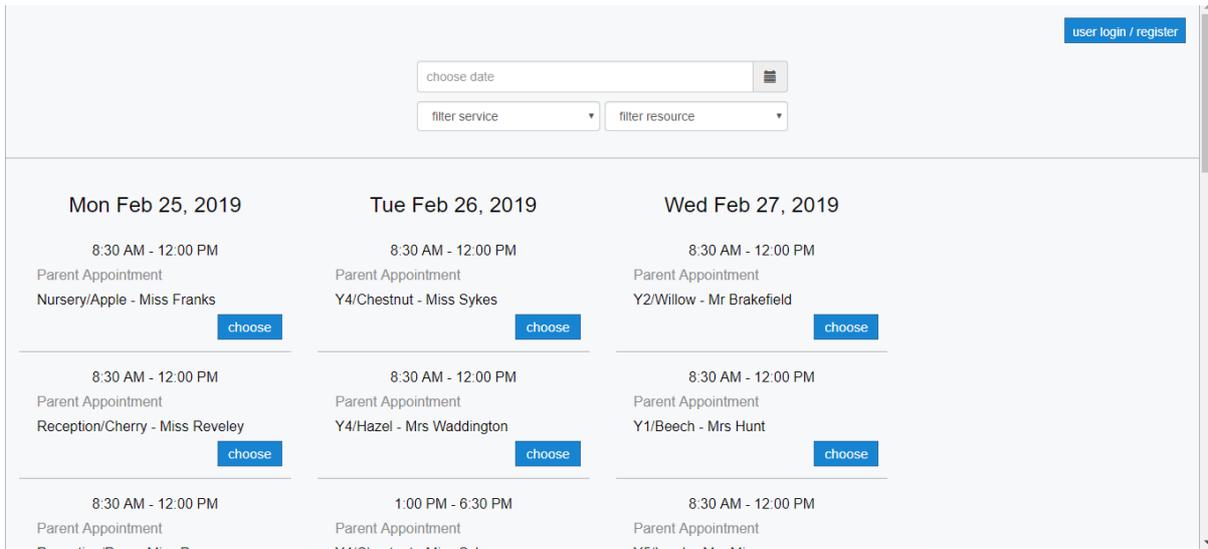


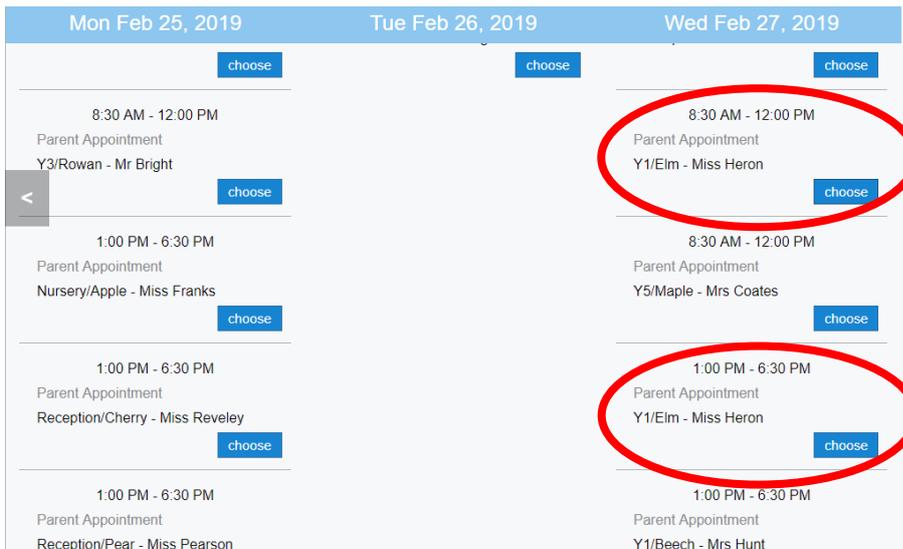
How to Book a Parent Appointment

Follow the link: <https://api.smoothbook.co/calendar/GLPA>

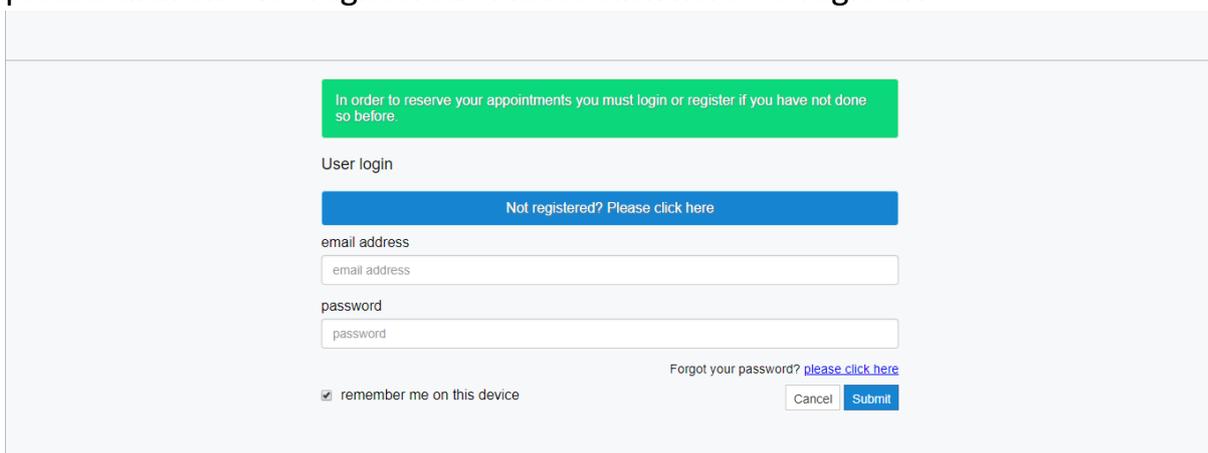
The webpage should be similar to the one below:



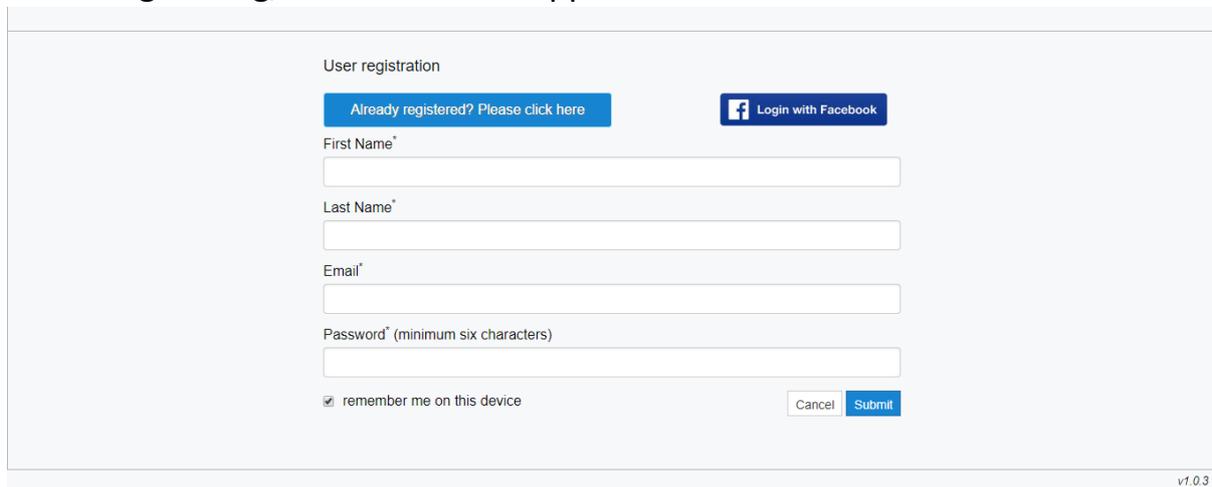
Scroll down to find your child's teacher. There will be two options to choose from for each teacher. One for the morning and one for the afternoon/evening. Click 'choose' on the option you want.



You will then be asked to sign in. If this is your first time using Smoothbook, please click on 'Not registered? Please click here' to register.



When registering, this is what will appear:



User registration

[Already registered? Please click here](#) [Login with Facebook](#)

First Name*

Last Name*

Email*

Password* (minimum six characters)

remember me on this device

[Cancel](#) [Submit](#)

v1.0.3

Once you have registered/signed in. The appointment options will appear. Each slot is 15 minutes. Once you find the time you want, click on 'add person'. Any appointments without this option have already been booked by someone else.



Y1/Elm - Miss Heron

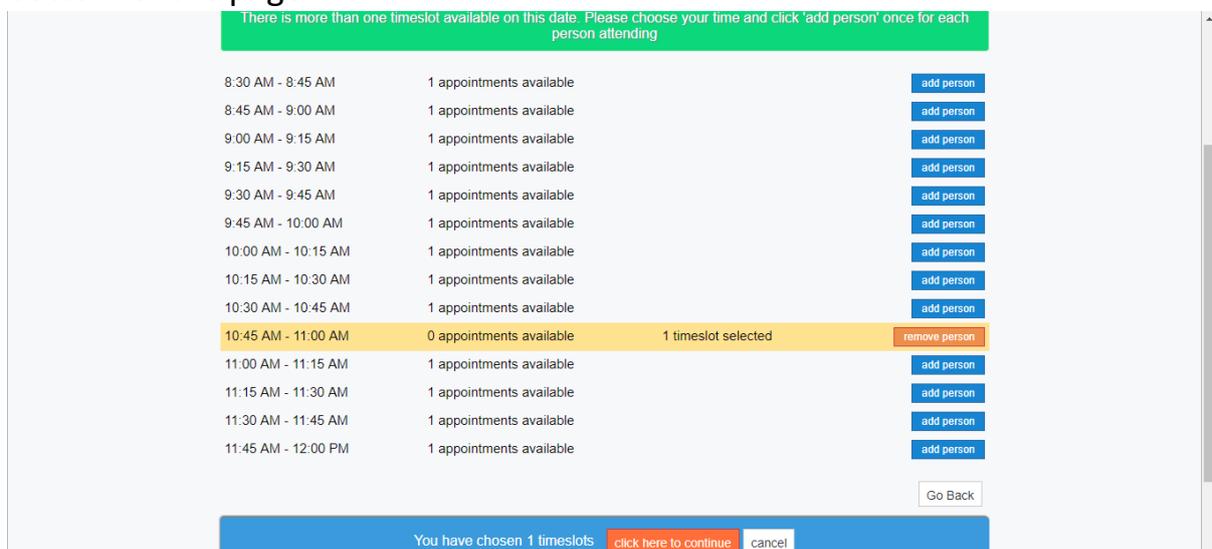
There is more than one timeslot available on this date. Please choose your time and click 'add person' once for each person attending

8:30 AM - 8:45 AM	1 appointments available	add person
8:45 AM - 9:00 AM	1 appointments available	add person
9:00 AM - 9:15 AM	1 appointments available	add person
9:15 AM - 9:30 AM	1 appointments available	add person
9:30 AM - 9:45 AM	1 appointments available	add person
9:45 AM - 10:00 AM	1 appointments available	add person
10:00 AM - 10:15 AM	unavailable	
10:15 AM - 10:30 AM	1 appointments available	add person
10:30 AM - 10:45 AM	unavailable	
10:45 AM - 11:00 AM	1 appointments available	add person
11:00 AM - 11:15 AM	1 appointments available	add person
11:15 AM - 11:30 AM	1 appointments available	add person
11:30 AM - 11:45 AM	1 appointments available	add person
11:45 AM - 12:00 PM	1 appointments available	add person

[Go Back](#)

Please only select **one** appointment time.

Once you have selected an appointment, click on 'click here to continue' at the bottom of the page.



There is more than one timeslot available on this date. Please choose your time and click 'add person' once for each person attending

8:30 AM - 8:45 AM	1 appointments available	add person
8:45 AM - 9:00 AM	1 appointments available	add person
9:00 AM - 9:15 AM	1 appointments available	add person
9:15 AM - 9:30 AM	1 appointments available	add person
9:30 AM - 9:45 AM	1 appointments available	add person
9:45 AM - 10:00 AM	1 appointments available	add person
10:00 AM - 10:15 AM	1 appointments available	add person
10:15 AM - 10:30 AM	1 appointments available	add person
10:30 AM - 10:45 AM	1 appointments available	add person
10:45 AM - 11:00 AM	0 appointments available	1 timeslot selected remove person
11:00 AM - 11:15 AM	1 appointments available	add person
11:15 AM - 11:30 AM	1 appointments available	add person
11:30 AM - 11:45 AM	1 appointments available	add person
11:45 AM - 12:00 PM	1 appointments available	add person

[Go Back](#)

You have chosen 1 timeslots [click here to continue](#) [cancel](#)

Check that you have chosen the correct time and teacher, then select 'click here to continue' at the bottom of the page again.

[BACK TO HOME](#) 14:04 to complete your booking [reset timer](#)

Please review your appointments

Date	Time	Service	Resource	
Wed Feb 27, 2019	10:45 AM - 11:00 AM	Parent Appointment	Y1/Elm - Miss Heron	delete

You have chosen 1 timeslots [click here to continue](#) [cancel](#)

Then, please enter the name of your child before clicking 'continue'.

[BACK TO HOME](#) 13:24 to complete your booking [reset timer](#)

Please complete the following form

Name of Child*

[cancel](#) [continue](#)

A confirmation screen will appear and an email will be sent to you to confirm your booking.

[BACK TO HOME](#)

Your appointments have been confirmed

Date	Time	Service	Resource
Wed Feb 27, 2019	10:45 AM - 11:00 AM	Parent Appointment	Y1/Elm - Miss Heron

Thank you very much for booking. You will receive confirmation of your booking by email

[BACK TO THE CALENDAR](#)

You can return to the calendar to book an appointment for another child, if needed.

If you need to view or change your appointments, click on the welcome option, then my appointments.

choose date
filter service filter resource

welcome

my appointments

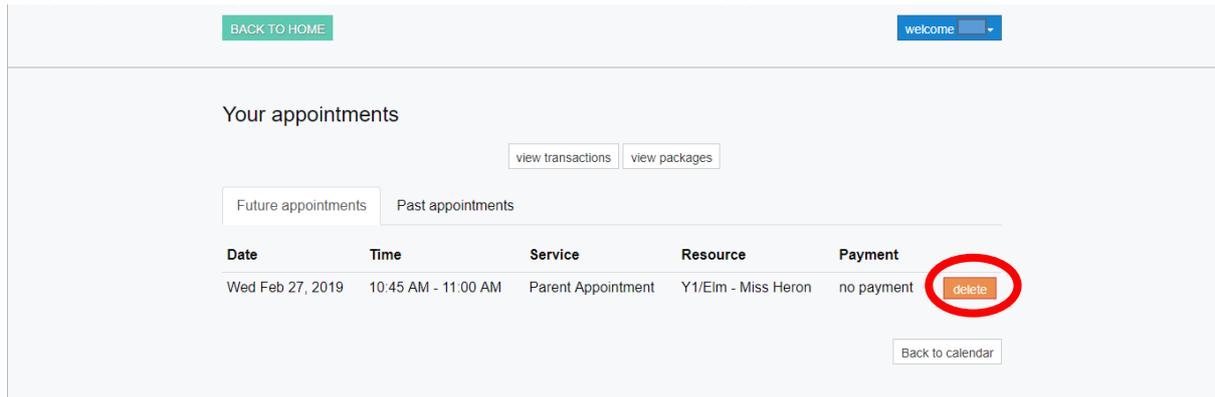
my packages

my transactions

logout

Mon Feb 25, 2019	Tue Feb 26, 2019	Wed Feb 27, 2019
8:30 AM - 12:00 PM Parent Appointment Nursery/Apple - Miss Franks choose	8:30 AM - 12:00 PM Parent Appointment Y4/Chestnut - Miss Sykes choose	8:30 AM - 12:00 PM Parent Appointment Y2/Willow - Mr Brakefield choose
8:30 AM - 12:00 PM Parent Appointment Reception/Cherry - Miss Reveley choose	8:30 AM - 12:00 PM Parent Appointment Y4/Hazel - Mrs Waddington choose	8:30 AM - 12:00 PM Parent Appointment Y1/Beech - Mrs Hunt choose
8:30 AM - 12:00 PM Parent Appointment	1:00 PM - 6:30 PM Parent Appointment	8:30 AM - 12:00 PM Parent Appointment

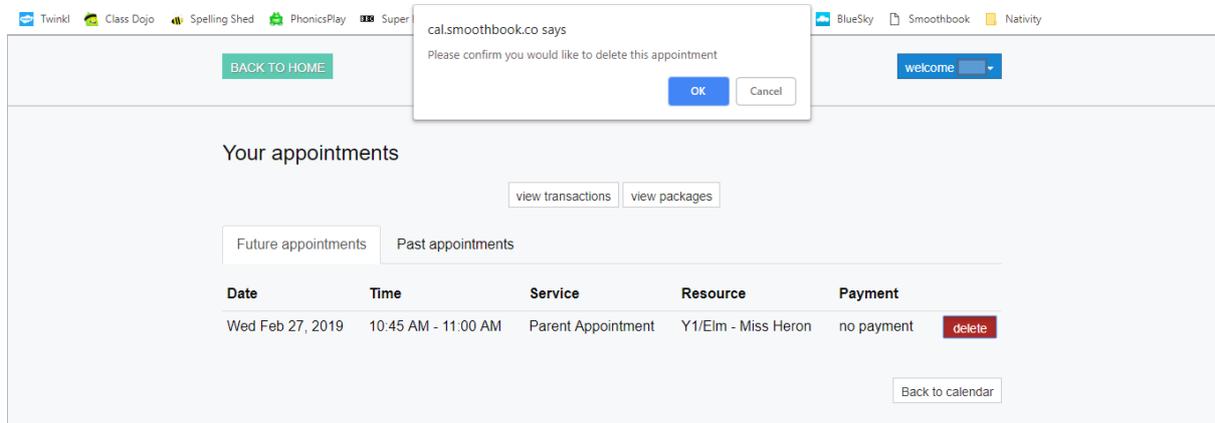
This will display any appointments you have made. If you need to change an appointment, delete the one you have made by clicking 'delete' next to the appropriate appointment and then set a new appointment.



The screenshot shows a web interface for managing appointments. At the top, there is a 'BACK TO HOME' button on the left and a 'welcome' dropdown menu on the right. Below this, the heading 'Your appointments' is followed by two buttons: 'view transactions' and 'view packages'. There are two tabs: 'Future appointments' (selected) and 'Past appointments'. A table lists appointments with columns for Date, Time, Service, Resource, and Payment. The first row shows an appointment on 'Wed Feb 27, 2019' from '10:45 AM - 11:00 AM' for 'Parent Appointment' at 'Y1/Elm - Miss Heron' with 'no payment'. A red circle highlights a 'delete' button next to this appointment. A 'Back to calendar' button is located at the bottom right of the table area.

Date	Time	Service	Resource	Payment
Wed Feb 27, 2019	10:45 AM - 11:00 AM	Parent Appointment	Y1/Elm - Miss Heron	no payment

When you delete an appointment, a pop-up will appear to double check that you haven't pressed it by accident.



This screenshot shows the same 'Your appointments' page as above, but with a confirmation dialog box overlaid. The dialog box has a title bar that reads 'cal.smoothbook.co says' and contains the text 'Please confirm you would like to delete this appointment'. It features two buttons: 'OK' and 'Cancel'. The background page is dimmed, and the 'delete' button in the table is now a red rectangle. The 'Back to calendar' button remains visible at the bottom right.

If you need support with any of this process, there is an iPad in the reception which you can use with support from a member of staff.