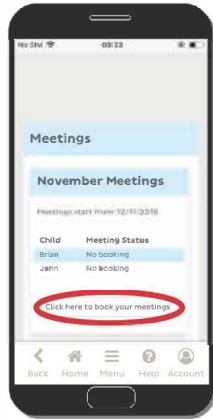


# 5 Steps to Booking a Parent Teacher Meeting on the Connect App



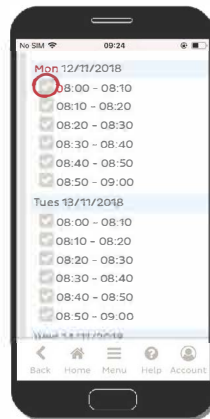
**01**  
**Accessing Scheduler**

To begin the booking process, first access the scheduler by selecting the 'Parent Teacher Meeting' option on the app homepage.



**02**  
**Begin Booking process**

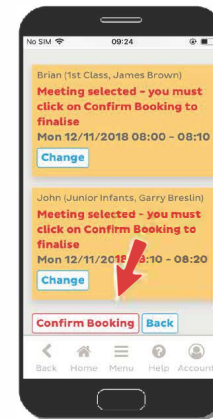
Under the meeting that you wish to book a slot, tap the 'click here to book your meetings' box.



**03**  
**Selecting Date & Time**

A list of dates and times will be presented that are available to book a meeting.

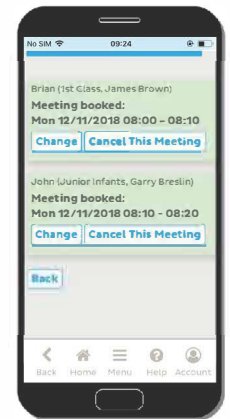
Simply tap the tick box next to a slot to select it for booking.



**04**  
**Selected Meetings**

When meetings have been selected an orange box will be presented showing the date and time chosen.

To ensure your meeting slot has been reserved, tap the "confirm booking" button



**05**  
**Meetings Confirmed**

Confirmed meetings will appear in green.

Meetings can still be cancelled or changed if required.