

Parent/Carer Guide for Booking Appointments

Visit <https://www.mychildatschool.com/MCAS/MCSParentLogin>

or download the MCAS app

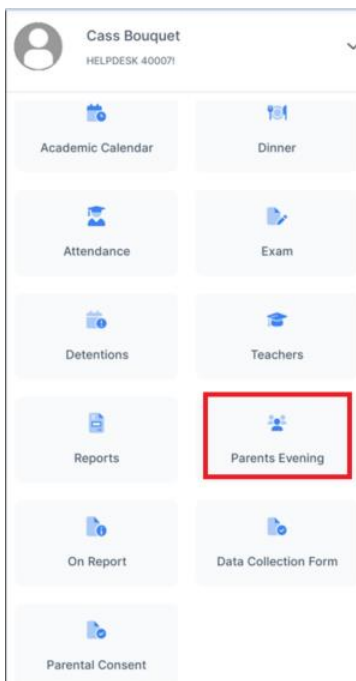
Step 1: Login

If not yet done so, please download the MCAS (MyChildAtSchool) app and ensure you have turned on your notifications in your phone settings. You will then get an alert when the booking system goes live.

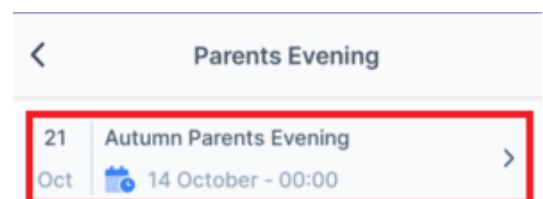


Step 2: Select Parents' Evening

Locate Parents' Evenings in the main menu



Then select the **Parents Evening** you would like to book sessions for.



Step 3: Make Appointments

To book ALL available teachers, select 'book all now' and select your appointment start time

The screenshot shows the 'Autumn Parents Evening' booking page. On the left, event details are listed: Event Date (21/10/2024), Booking Deadline (14/10/2024), Event Start (15:00), Event End (23:59), and Event Status (Enabled). Below this is a list of teachers with 'Book' buttons: Denver Adams (Chemistry), Colleen O'Sullivan (English), and John Ferguson (Biology). At the bottom, a 'Quick Book' section contains a 'Book All Now' button. On the right, a time selection dropdown is open, showing options from 16:00 to 17:45. The 16:15 slot is selected and highlighted with a red box. A 'Done' button is also highlighted with a red box.

This will then automatically allocate appointments to you based on the arrival time and teachers available slots. 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".

This screenshot shows the same booking page as above, but with the 'Book All Now' button highlighted in red. The appointments for Denver Adams (16:15), John Ferguson (16:30), and Colleen O'Sullivan (16:45) are now displayed in green, indicating they are confirmed. Each appointment has a blue checkmark in a box to its left, which is also highlighted with a red box.

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

To book manually, you must book each teacher separately. Follow steps 1 & 2 and then instead of book all now, click “Book” next to the name of the teacher you would like to book an appointment for.

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

Samantha Dalton
09B 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”.

Back Done

15:03
15:04
15:05
15:06
15:07
15:08
15:09

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

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

Samantha Dalton
09B 15:05
Default Location

If your booking needs to be cancelled/amended, select the 3 dots on the right of the appointment time and select cancel. If you wish to amend your appointment time, you need to cancel and then re-book another available time. Booking times cannot be amended.