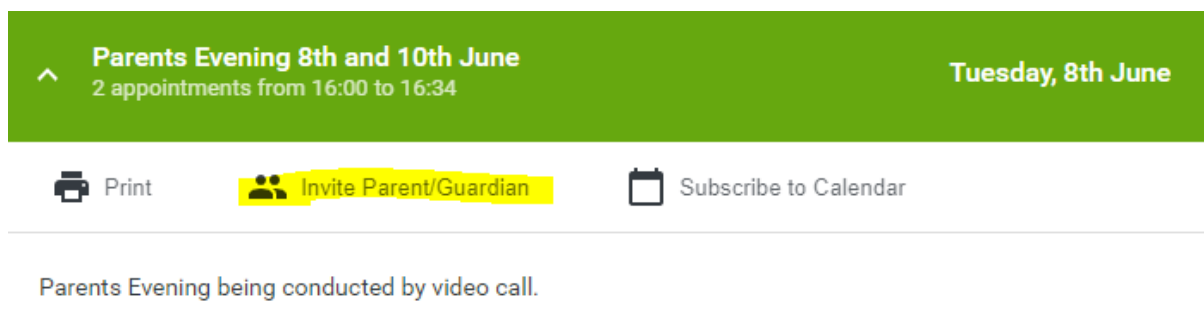


## Inviting another parent/guardian to join your appointments

You can give **ONE** other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. 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.



The screenshot shows a booking card for a 'Parents Evening 8th and 10th June' on 'Tuesday, 8th June'. The card has a green header with an upward arrow, the event title, and the date. Below the header, it says '2 appointments from 16:00 to 16:34'. At the bottom of the card, there are three buttons: 'Print' with a printer icon, 'Invite Parent/Guardian' with a person icon (highlighted in yellow), and 'Subscribe to Calendar' with a calendar icon. Below the card, a note states 'Parents Evening being conducted by video call.'

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

### Invite Parent/Guardian ✕

You may invite an additional parent/guardian to also attend the video call.

**Name \***

**Email \***

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron  
 Liz Aaron  
 Chris Aaron

[Send Invite](#) [Close](#)

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.

Please note that **ONLY** one invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.

Here is an example of what the invite email looks like:

## 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/microphone at any time:

Join Video Call

Or paste this link into your browser:

<https://greenabbey.schoolcloud.co.uk/guests/video/39372?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    |

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite **if you have any more available** (you can have **one** invite per student, if wished), and allows you to *Resend* invites or *Remove* them.

## Manage Invites



You may invite an additional parent/guardian to also attend the video call.

### Current Invites

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To change invited guests, please remove and then invite again.

#### Elizabeth Aaron

eaaron@test.com

For: Chris Aaron

Resend Invite



Remove

#### Jane Aaron

jaaron@test.com

For: Sophie Aaron

Resend Invite



Remove

### New Invite

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Invite Parent/Guardian

Close

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.