Guidance for booking appointments on MCAS

Once you have logged into your MCAS account (either on the app or in a web browser) you can select 'Parents' Evening from the left-hand bar. This displays your child's subjects and teachers.

	Parents Evening Parents Evening for Oliva			YOU ARE HERE IN Distributed > Parents Evening		
	Parents Evening: Test Evening					
416		Date: 09 November 2023, 17:00 Booking will close on 07 November 2023, 18:48				
Olvia Low + Charge Statest		Appointments that need booking				
Destoord	1	Mit A Alexander Mit T Ford Mit Librard Mit K Onley Mits K Similit English History History Rel Stud. English				
		Mr T Sanders Ref. Stud.				
		You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.				
		Qualities .				
Parents Evening		Appointments that have already been booked				
		There are no booked appointments				
	0 2023 - Bruncom Computers Ptc			Terms And Cond	dturn	

Selecting one of the teachers brings up their availability for the event. Highlight one of the available slots to book.

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*	Parents Evening Parents Evening for Olivia			YOU ARE HERE: # Dashboard > Parents Evening
	Parents Evening: Test Evening v			
398		Date: 09 November 2023, 17:00 Booking will close on 07 November 2023, 18:48		
Olivia Low - Change Statent		Appointments that need booking		
Dashboard	Mr T Ford History	Mr L. Isnardi Ms K. Onley Mis History Rel Stud.	Teme slots for Mr T Sanders	×
	You can use the boxes above to boo	k appointments individually, or the 'Quick book' option below t	Time Available 17:00 Available Book	*
		China Break	17:10 Available Book 17:10 Available Book 17:15 Not Available	_
		Appointments that have already been booke	1720 Not Available 1725 Available Book	-
		reportations that have already been beene	17:35 Not Available 17:40 Not Available	
Parents Evening			17:45 Available Book 17:50 Available Book	×
	Time: 17:00 Teacher: Ms A Alexander	Subject: English	Walkene book	
	@ 2023 - Response Connuters Pic			Terms and Conditions

Booked appointments are shown in the bottom half of the display. If you wish to change any of the appointment times, click on the blue cross in the blue bar in the lower half of the screen.

Ch dschool	Ashmole Academy				📞 🖂 🝓 🗞 Mrs Low - 🔅
*	Parents Evening Parents	Evening for Olivia			YOU ARE HERE: W Dashboard > Parents Evening
Olivis Low - Charge Student	Parents Evening: Test Evening		Date: 09 November 2023, 17:00 Booking will close on 07 November 2023, 18:48 Appointments that have already been book	red 🔒	
Data Collection Form Announcements	Time: 17:00	Teacher: Ms A Alexander	Subject English	Location: Default Location	×
Attendance Behaviour Parents Evening	Time: 17:10	Teacher: Mr T Sanders	Subject: Rel.Stud.	Location: Default Location	×
Reports Timetable	Time: 17:20	Teacher: Mr T Ford	Subject: History	Location: Default Location	×
Academic Calendar Important Documents Curriculum Accessment	Time: 17:36	Teacher: Ms K Onley	Subject: Rel. Stud.	Location: Default Location	×
0	Time: 17:46	Teacher: Mr L. Isnardi	Subject History	Location: Default Location	×
	Time: 17:55	Teacher: Miss K Smith	Subject: English	Location: Default Location	×
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