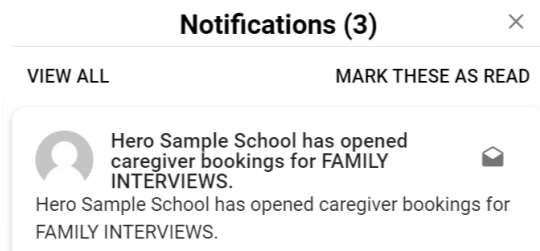


Hero - Managing a School Bookings Event as a Caregiver

Once a school administrator opens a School Bookings event to caregivers, all caregivers associated with students in the interview groups will receive an email and notification to advise them that bookings can now be made. Caregivers can view and manage their own bookings.

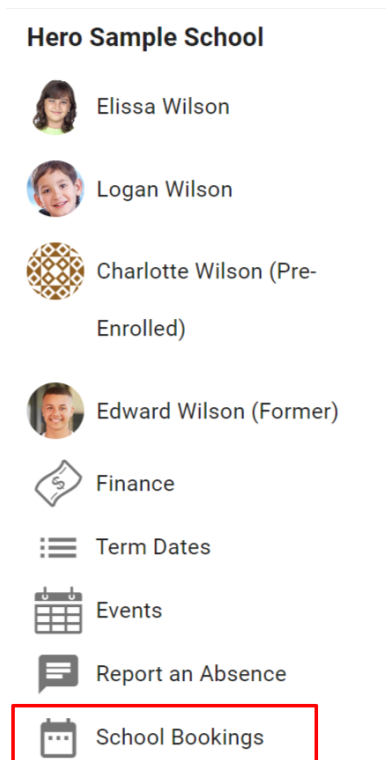


Caregivers will receive notifications when -


- An event is opened to caregivers
- An event is closed to caregivers
- A booking is made or updated by a staff member
- An event is cancelled

TO VIEW A BOOKING


1. Your caregiver will log into the caregiver app and navigate to School Bookings in the menu for your school.




2. Here they will see the event details and any of their associated students who are included in this event.

 **FAMILY INTERVIEWS**

21st Dec 2022 - 22nd Dec 2022 | 25 minute sessions

 **Elissa**


You Have No Current Bookings



 **Logan**

You Have No Current Bookings

[ADD BOOKINGS](#)


3. If a booking has been made by a staff member, the date and time of the booking will be displayed along with the staff member(s) they will be meeting. This information will remain available, after bookings have been closed to caregivers.



 **Logan**

 Simon Brown 21st Dec 3:30 pm 

[MANAGE BOOKINGS](#)

4. If the interview is to be conducted via video conferencing rather than face to face, the video link is also included. The caregiver will click this link at the scheduled booking time.

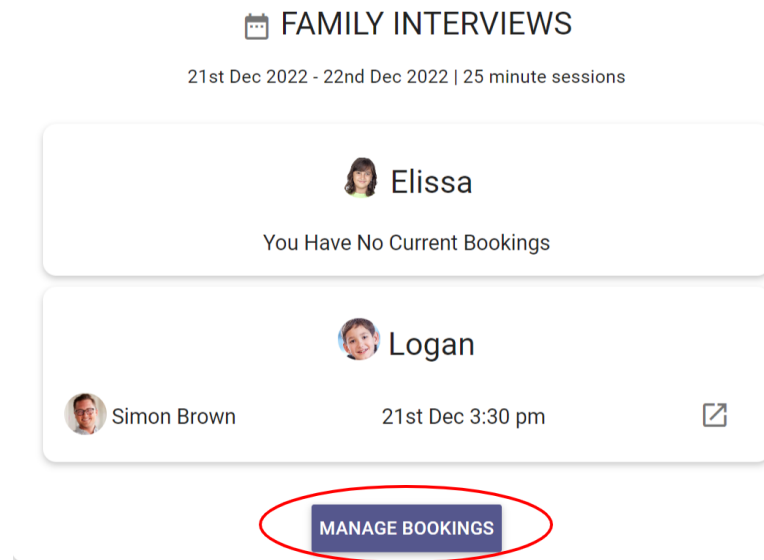
 **Logan**

 Simon Brown 21st Dec 3:30 pm 

[MANAGE BOOKINGS](#)

TO ADD A BOOKING

1. Your caregiver will navigate to the School Bookings event and click **ADD** or **MANAGE BOOKINGS**,

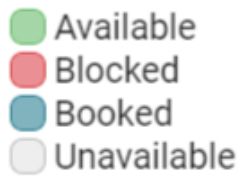


2. This will display a table of all available slots for all of their associated students, to enable them to co-ordinate bookings across multiple students. Note: The school has the option to prevent caregivers from booking consecutive slots to avoid overruns and allow for transit time between interviews.

The screenshot shows a detailed view of the 'FAMILY INTERVIEWS' interface. It features a legend with four categories: Available (green), Blocked (red), Booked (blue), and Unavailable (grey). Below the legend, there are two columns for students: 'Elissa' and 'Logan'. Under each student name, there is a 'TIME' column and a 'Simon Brown' column. The table shows slots for '21st December 2022 (Wednesday)' and '22nd December 2022 (Thursday)'. The 3:30 pm slot on Wednesday is booked for Logan, while all other slots are available.

	Elissa	Logan
TIME	Simon Brown	Simon Brown
21st December 2022 (Wednesday)		
3:30 pm	Unavailable	Booked
4:00 pm	Available	Unavailable
4:30 pm	Available	Unavailable
5:00 pm	Available	Unavailable
5:30 pm	Available	Unavailable
6:00 pm	Available	Unavailable
22nd December 2022 (Thursday)		
3:30 pm	Available	Unavailable
4:00 pm	Available	Unavailable
4:30 pm	Available	Unavailable

3. A colour key provides the caregiver with information on the status of each interview slot.



4. To add a booking, the caregiver will click a **GREEN** slot. The booking popup will be displayed. The caregiver has the option of entering a note for the relevant staff member. Clicking **CONFIRM** will secure the interview slot.

The screenshot shows a 'Book This Time' popup window. At the top, it says 'This booking is reserved for 7:53 minutes.' Below that is a text input field with the placeholder 'Add a note for your teacher here if desired:'. The text 'Sorry but I have to bring Logan's little brother with me.' is entered in this field and is circled in red. At the bottom, there are two buttons: a red 'CANCEL' button and a blue 'CONFIRM' button, with the 'CONFIRM' button also circled in red.

5. Once a booking is made all other slots will become unavailable to prevent duplicate bookings.

The screenshot shows a 'FAMILY INTERVIEWS' calendar interface. At the top, there is a legend for slot status: Available (green), Blocked (red), Booked (teal), and Unavailable (grey). Below the legend, there are two columns of staff members: Elissa and Logan, and Simon Brown. The calendar shows two days: 21st December 2022 (Wednesday) and 22nd December 2022 (Thursday). For Wednesday, the 3:30 pm slot is booked by Logan (teal), and the 4:00 pm slot is booked by Elissa (teal). All other slots for Wednesday and the slots for Thursday are shown as unavailable (grey).

TO CANCEL A BOOKING

1. Your caregiver will navigate to the School Bookings event and click **MANAGE BOOKINGS**,

FAMILY INTERVIEWS
21st Dec 2022 - 22nd Dec 2022 | 25 minute sessions

Elissa
You Have No Current Bookings

Logan
Simon Brown 21st Dec 3:30 pm

MANAGE BOOKINGS

2. This will display a table of all associated students and their current bookings.

FAMILY INTERVIEWS			
	Elissa	Logan	
TIME	Simon Brown	Simon Brown	
21st December 2022 (Wednesday)			
3:30 pm		Booked	
4:00 pm	Booked		
4:30 pm			
5:00 pm			
5:30 pm			
6:00 pm			
22nd December 2022 (Thursday)			
3:30 pm			
4:00 pm			
4:30 pm			

3. Click the **BLUE** interview slot to display the booking popup. Click **CANCEL BOOKING**.

🕒 Edit Booking ✕

Edit note for your teacher here if desired:

Interview will be conducted via zoom.

Click CANCEL BOOKING to cancel this booking.

Click SAVE to confirm these changes.

CANCEL BOOKING **SAVE**

TO CHANGE BOOKING INFORMATION

1. To change the time of a booking, the existing booking needs to be cancelled (as above) and a new booking created.
2. To add or change the staff note on a booking, navigate to the booking and click the **BLUE** interview slot.
3. Add or change the Note and click **SAVE**.

🕒 Edit Booking ✕

Edit note for your teacher here if desired:

I am now able to come in for this interview.

Click CANCEL BOOKING to cancel this booking.

Click SAVE to confirm these changes.

CANCEL BOOKING **SAVE**