

## Adding another parent/carer to your video call appointments.

Parents evening system have added a new feature to their product that allows you as a parent to invite one other parent or carer to your parent's consultation evening meetings. You can provide this access at the time of booking or at a later point once the bookings have been made.

Please find below a guide to doing this:

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Carer* 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

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/carer 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 \*

Jane Aaron

Email \*

jaaron@test.com

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

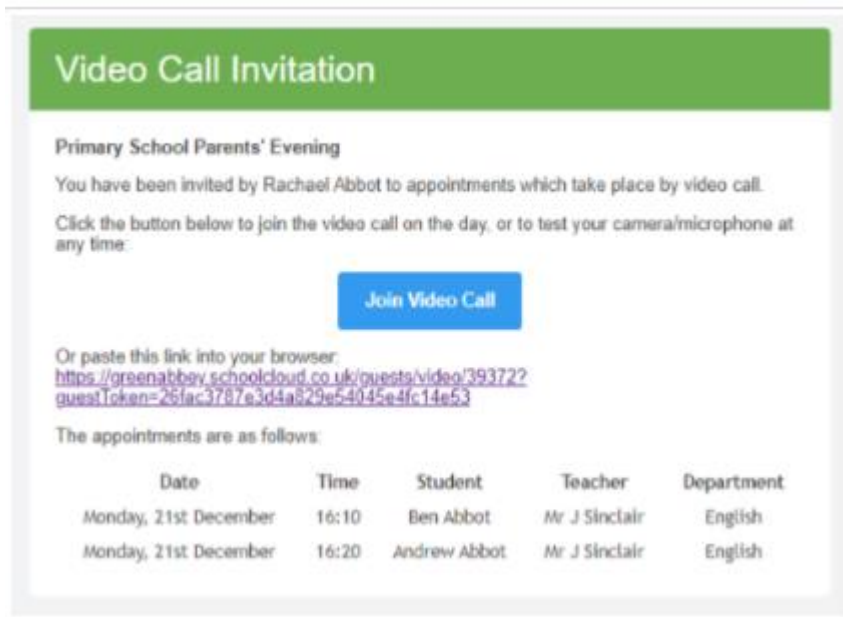
Send Invite Close

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.

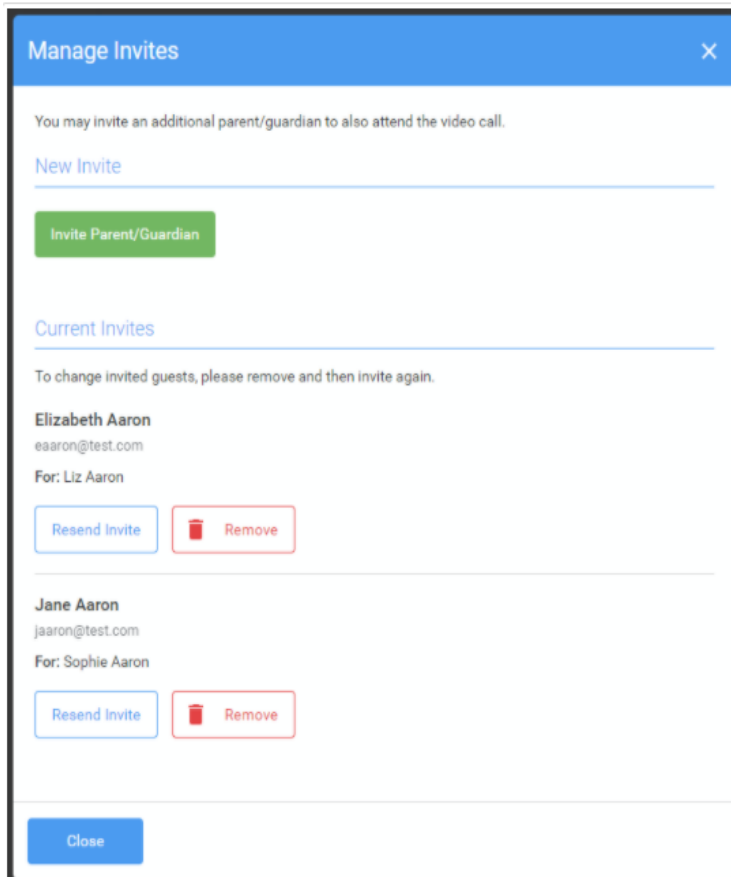
If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

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.

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



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 (the person invited can be different for each student, if wished), and allows you to *Resend* invites or *Remove* them.



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.