



Booking a ticket for 2022 Open Evening or Morning using Microsoft Bookings

Open Evening sessions will be at 30 minute intervals from 5.00pm - 8.00pm (the last session will start at 7.30pm). Each 30min session will consist of a tour of the Academy and a talk from the Principal.

1. Click [here](#) to access the bookings page. You will see ...
2. Select the event you would like to book for, the date will be automatically selected.
3. Select the time.

The screenshot shows a form titled 'Add your details' with fields for Name, Email, and Phone number (optional). Below this is a section 'Provide additional information' with a field 'What Primary School does your child attend?'. At the bottom, there is a checkbox for 'Data Protection' and a 'Book' button.

The screenshot shows the Microsoft Bookings interface. At the top, the event name 'Joseph Leckie Academy Open Evening' is highlighted. Below it, a calendar for September 2021 is shown with the 23rd selected. A time slot for 18:00 is highlighted.

4. Enter your full name, your email address, your child's current primary school.

When you are ready to book, check the box to confirm that 1. You understand the we will be processing your data in accordance with the Academy's Data Protection Policies and click 'Book'.

5. You'll see a pop up confirming your booking and letting you know that you will receive a confirmation email. Click 'OK' to close the pop up.

The screenshot shows a confirmation pop-up with the text 'Thank you for booking with us! You will get a confirmation message in email shortly' and an 'OK' button.

The screenshot shows the 'Upcoming booking' page. It displays the event name 'Joseph Leckie Academy Open Evening', the date and time '23 September 2021 18:00 (30 minutes)', and buttons for 'Reschedule', 'Cancel booking', and 'New booking'.

6. You'll then be directed to the 'Upcoming booking' page, this contains your booking details and an option to reschedule or cancel the booking.