# Booking a ticket for 6th Form Information Evening/Morning using Microsoft Bookings

The Academy is using Microsoft Bookings for parents/ carers to book a place at our 6th form Information Evening and 6th Form Information Mornings

1. Click here to access the bookings page. You will see …

Event (Name, date and description)

2. Select the event you would like to book for, the date will be automatically selected.

3. Select the time.

Time

Your Name

Your Email Address

Your child's name

Data Protection

Book
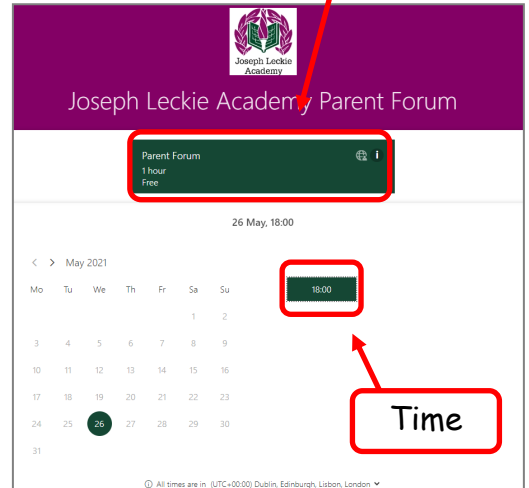
4. Enter your full name, your email address (please **do not** use your child's Academy email address), your child's full name, if your child is not currently a student at Joseph Leckie Academy, please include their current school.

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'.

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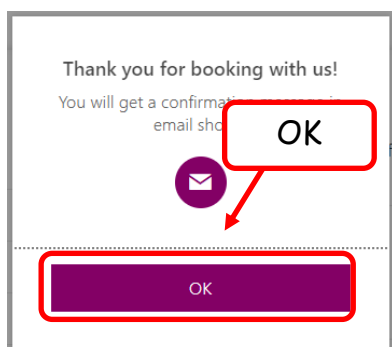
5. You'll see a pop up confirming your booking and letting you know that you will receive a confirmation email. Click 'Ok' to close the pop up.