



Booking a ticket for 2021 Open Evening using Microsoft Bookings

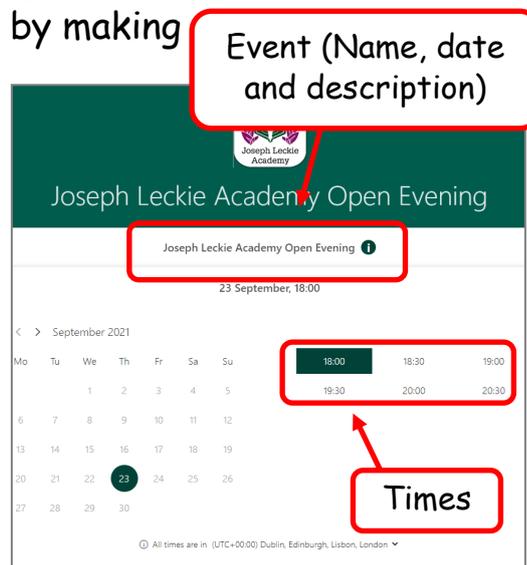
To ensure the safety of parents/carers and staff during the COVID-19 pandemic we are having booked sessions at our Open Evening. This is to minimise large gatherings. Open Evening sessions will be at 30 minute intervals from 6.00pm - 9.00pm (the last session will start at 8.30pm). As places are limited, please support us by making only 1 booking per party. Where possible, parties should consist of just one parent/carer and their Year 6 child.

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.

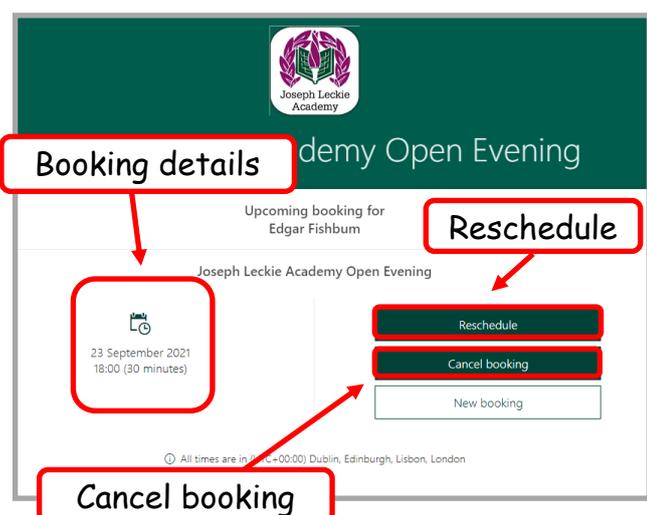
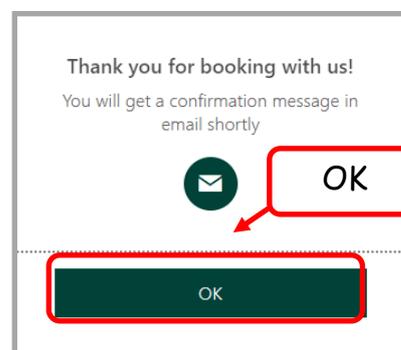
The screenshot shows a form titled 'Add your details' with fields for Name, Email, and Phone number (optional). Below this is a section 'Provide additional information' with a dropdown menu for 'What Primary School does your child attend?'. There is a checkbox for 'You understand that we will store and use your data in accordance with our Data Protection policies...' and a 'Book' button. Red boxes and arrows highlight these elements.



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.



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.