



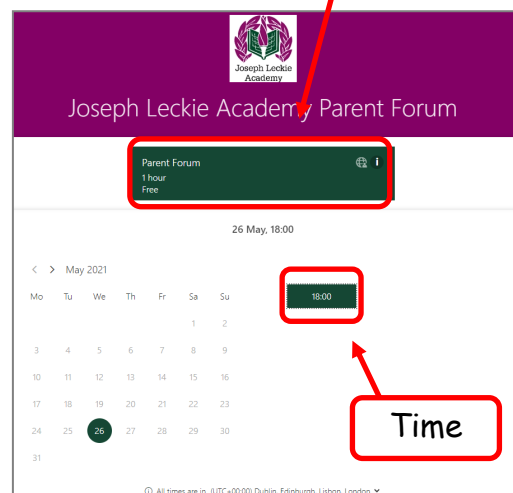
Booking a ticket for a Parent Forum using Microsoft Bookings

To ensure the safety of parents and staff during the COVID-19 pandemic, rather than face to face Parent Forums, the Academy will be using Microsoft Teams to facilitate virtual forums.

1. Click [here](#) to access the bookings page. You will see ...

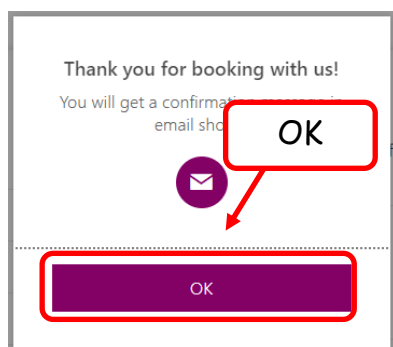
2. Select the event you would like to book for, the date will be automatically selected.

3. Select the time.

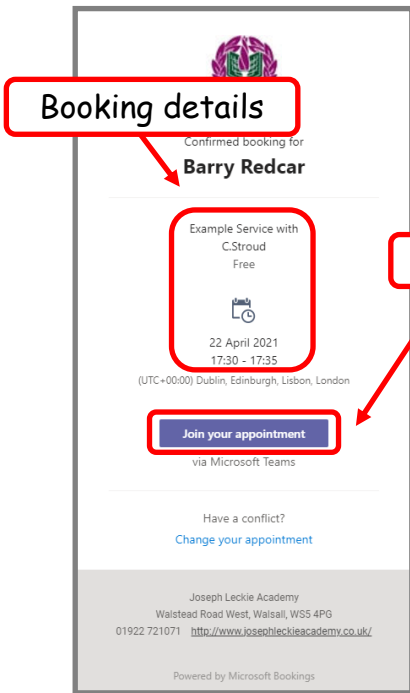


4. Enter your full name, your email address (please **do not** use your child's Academy email address), your child's full name and form group. Also, if you have any special requests, please add them in the 'Notes'.

When you are ready to book, check the box to confirm that **1.** You will not video record, voice record, photograph, screen-shot, or share any part of a virtual parent consultation. **2.** You understand that 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 will receive a confirmation email with a 'Join your appointment' button for your booking.

Join your appointment

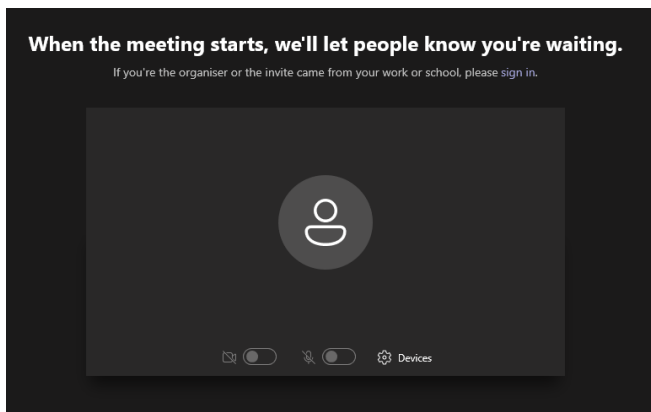
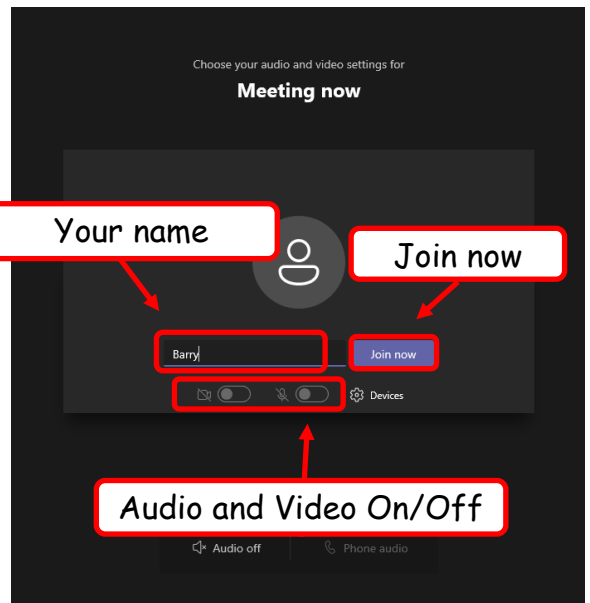
Don't delete this email, as you will need the link to join the forum.

If you are accessing the forum from a desktop computer or laptop.
 If you are using a mobile device (smart phone or tablet) please skip to step 10.

7. To join the Parent Forum, click the 'Join your appointment' button in your confirmation email and Teams will open in your browser.

So that you have time to enter your name, if possible, do this a minute or two before your appointment is due to start.

Enter your name, select your audio and video options and click 'Join now'.



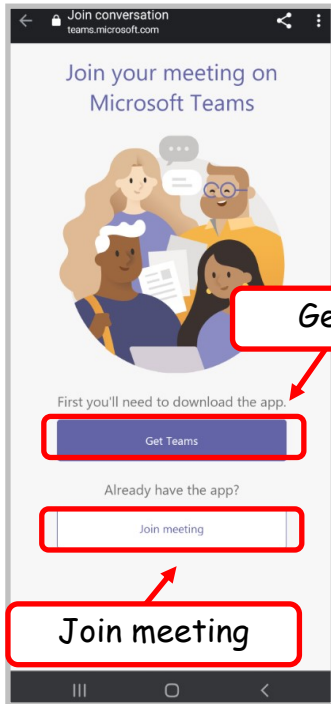
8. You'll be admitted into the forum lobby and the member of staff will be notified that you are waiting.

Staff will endeavour to start the forum on time, but, this may not be always be possible.

Please join the forum and we will be with you as soon as possible. Thank you in advance for your patience.

If you are accessing the forum from a mobile device (smart phone or tablet)

If you are using a desktop computer or laptop please go back to step 7.



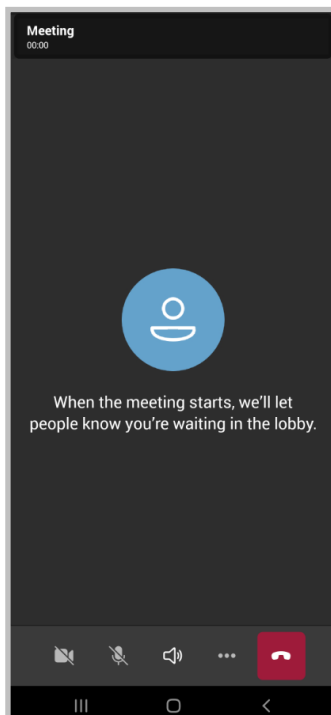
9. If you do not already have the Teams app you will need to download and install it to your mobile device. Click the images below to go to the app pages in the Android/iOS stores.



10. To join the forum, click the 'Join your appointment' button in your confirmation email and then 'Join meeting'. If you don't have the app click 'Get Teams'.

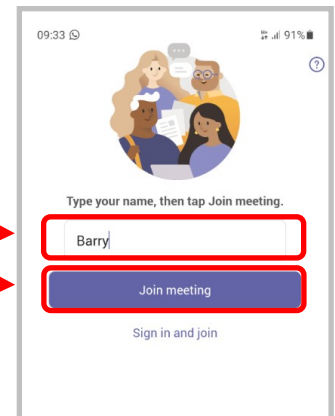
If possible, do this a minute or two before the forum is due to start.

11. The app will open and you'll be asked to enter your name. To join the forum, enter your name and click 'Join meeting'.



Your name

Join meeting



12. You'll be admitted into the forum lobby staff will be notified that you are waiting.

Staff will endeavour to start forums on time, but, this may not be always be possible.

Please join the forum we will be with you as soon as possible. Thank you in advance for your patience.

At the end of the forum (desktop, laptop and mobile devices)



13. When the forum is over click the red 'Leave meeting' button.