



Booking a ticket for the Year 7 Settling In Event using Microsoft Bookings

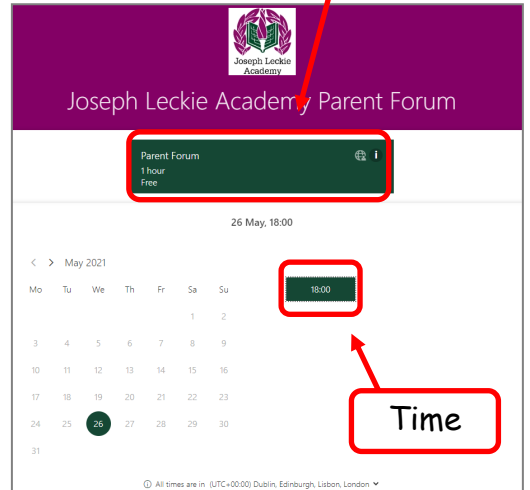
The Year 7 Settling In Event will take place on Wednesday 14th December from 4pm-5pm. This gives an important opportunity for you to find out how your child has settled in during their first term at the Academy. This guide explains how to book a place using Microsoft Bookings.

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.

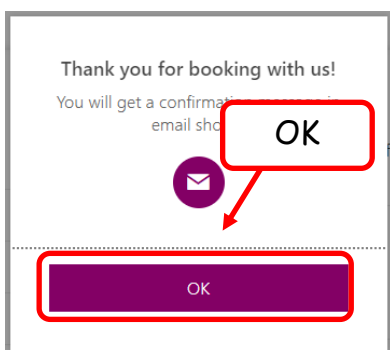
Event (Name, date and description)



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 the Year 7 Settling In Event. **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.