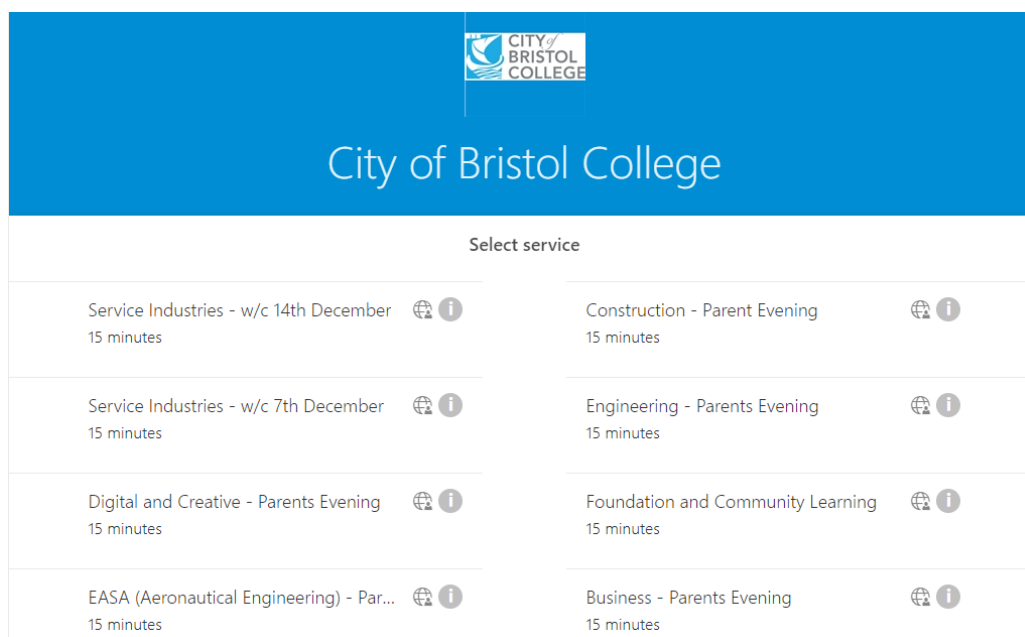


Parents' Guide – Online Booking System

Once you click on the link to the booking page, you will see a selection of events as indicated below. Please select the correct event depending on the area your young person's course sits within; some departments are split between week 1 and week 2. With week 1 being between the 7th and 11th December and week 2 between the 14th and 18th December.

Note, click on the information icon to find out more about that event. Once an event is selected it will turn blue.

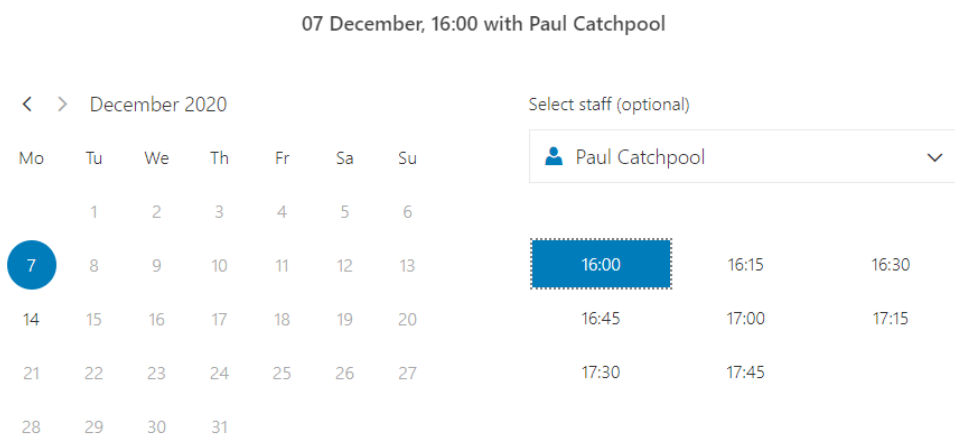


The screenshot shows the City of Bristol College online booking system interface. At the top, there is a blue header with the college's logo and name. Below the header, a white box titled "Select service" contains a grid of event options. Each option includes the event name, duration (15 minutes), and an information icon. The events listed are:

Event Name	Duration	Information Icon
Service Industries - w/c 14th December	15 minutes	Yes
Construction - Parent Evening	15 minutes	Yes
Service Industries - w/c 7th December	15 minutes	Yes
Engineering - Parents Evening	15 minutes	Yes
Digital and Creative - Parents Evening	15 minutes	Yes
Foundation and Community Learning	15 minutes	Yes
EASA (Aeronautical Engineering) - Par...	15 minutes	Yes
Business - Parents Evening	15 minutes	Yes

Once you have selected an event scroll down to the calendar. Firstly, on the drop down on the right-hand side select the tutor that you would like to see, if your young person has more than one tutor on their course please select one of these tutors.

Once selected the calendar will show which date/s the tutor is available, once you select the day it will show the times available underneath the tutor's name on the right-hand side. See example below: -



The screenshot shows the online booking system interface for a specific event. At the top, it displays "07 December, 16:00 with Paul Catchpool". Below this, there is a calendar for December 2020. The date 7th is selected. To the right of the calendar, there is a dropdown menu for "Select staff (optional)" with "Paul Catchpool" selected. Below the staff selection, there is a grid of available times for the selected date and staff member.

Time	16:00	16:15	16:30
7	16:00	16:15	16:30
14	16:45	17:00	17:15
21	17:30	17:45	
28			

After you have selected a date and time with a tutor then scroll down to the bottom of the page to add your details. Here you can also add any special requirements and any topics you wish to raise ahead of the appointment.

Also, if you are unable to access the internet or teams, please make sure you include your phone number and add in the special requirements box that you would like a phone call instead.

Add your details

Name	Please let us know if you have any special requests. Thank you.
Email	
Phone number (optional)	
Address (optional)	
	Notes (optional)

Provide additional information

If you have any topics you want to raise ahead of the meeting, please let us know. (optional)

Book