

# Parent/Teacher Conferences

## RSS Booking Form: How-To

The screenshot shows the Revelstoke Secondary RSS Booking Form. At the top, it displays the school logo and name. Below that, it shows the current booking date and time: "Parent/Teacher Bookings: March 6th, 1pm-4pm". A calendar view for March 2019 is visible, with the 6th of March selected. A "Select staff (optional)" dropdown menu is set to "Anyone". A time slot grid shows various times from 1:00 pm to 2:50 pm. Below the calendar, there are input fields for "Name", "Email", and "Phone number (optional)". A section titled "Provide additional information" contains a text box for the student's name and a checkbox for "CLICK HERE" which links to a confirmation page. A "Book" button is at the bottom of the form.

1

Use the calendar to navigate to March 6<sup>th</sup>, 2019

2

Use the drop-down menu to select a specific teacher.

3

Pick a time to meet with your selected teacher.

*With 'travel time' between appointments, meeting length is approximately 7 minutes. If you require additional time (e.g. A second student for the same teacher), you may make a second booking.*

4

Fill in your details.

*A booking confirmation will be sent to this email address, allowing you to confirm times, change a booked time, or cancel an established booking.*

5

Complete the rest of the form and book your appointment.

**Please repeat this process for each booking.**