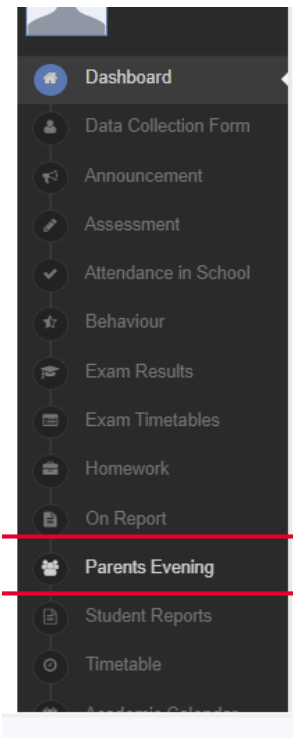
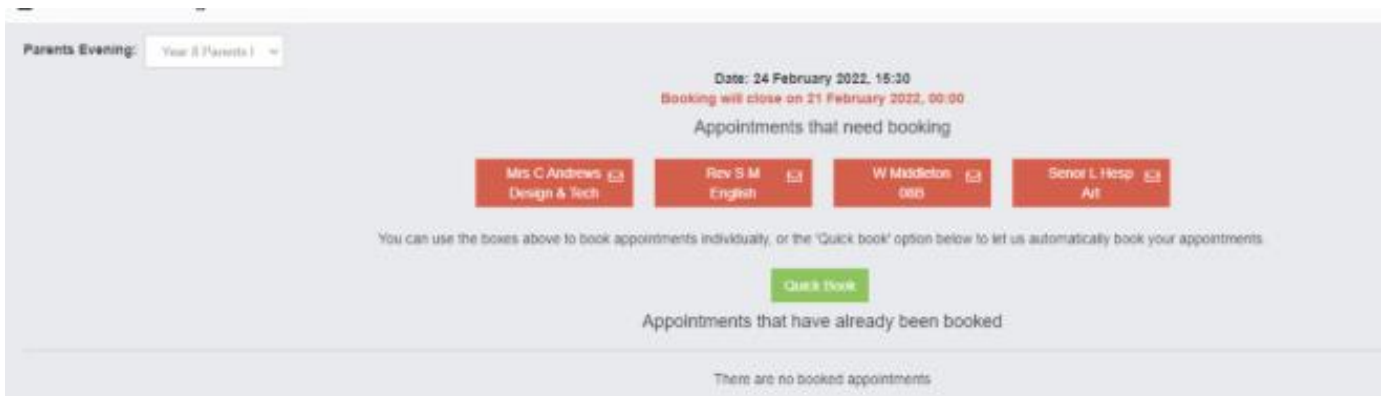


How to book Parents Evening on MCAS - Desktop view

1. Login to the **MCAS Parent Portal** desktop view from <http://www.mychildatschool.com> then from the left **Menu** select the **Parents Evening** option.



2. This will open the **Parents Evening** page displaying available **Appointments** that can be booked in the red blocks.



- The available **Appointments** are displayed in red **Blocks**, click on a **Red Block** to **Book** your **Appointment**. Then from the available listed **Times** click on the word **Book** to the right.

Date: 24 February 2022, 15:30
 Booking will close on 21 February 2022, 00:00
 Appointments that need booking

Time slots for Mrs C Andrews

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book

W Middleton 08B Senior L Hesp Art

Quick Book

that have already been booked

are no booked appointments

- The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again.

Parents Evening: Year 6 Parents 1

Date: 24 February 2022, 15:30
 Booking will close on 21 February 2022, 00:00
 Appointments that need booking

Rev S M English W Middleton 08B Senior L Hesp Art

You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

- If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**.

Parents Evening: Year 6 Parents 1

Date: 24 February 2022, 16:30
 Booking will close on 21 February 2022, 00:00
 Appointments that need booking

Time slots for Rev S M

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Not Available	
16:10	Not Available	
16:15	Not Available	
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

Senior L Hesp Art

Quick Book

already been booked

Time: 16:10 Teacher: Mrs C Andrews Location: Exam Room Main Hall