





Inviting another parent/guardian to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

January Progress Meeting Tuesday, 12th January
3 appointments from 16:00 to 16:25

 Print  Amend Bookings  Invite Parent/Guardian  Subscribe to Calendar

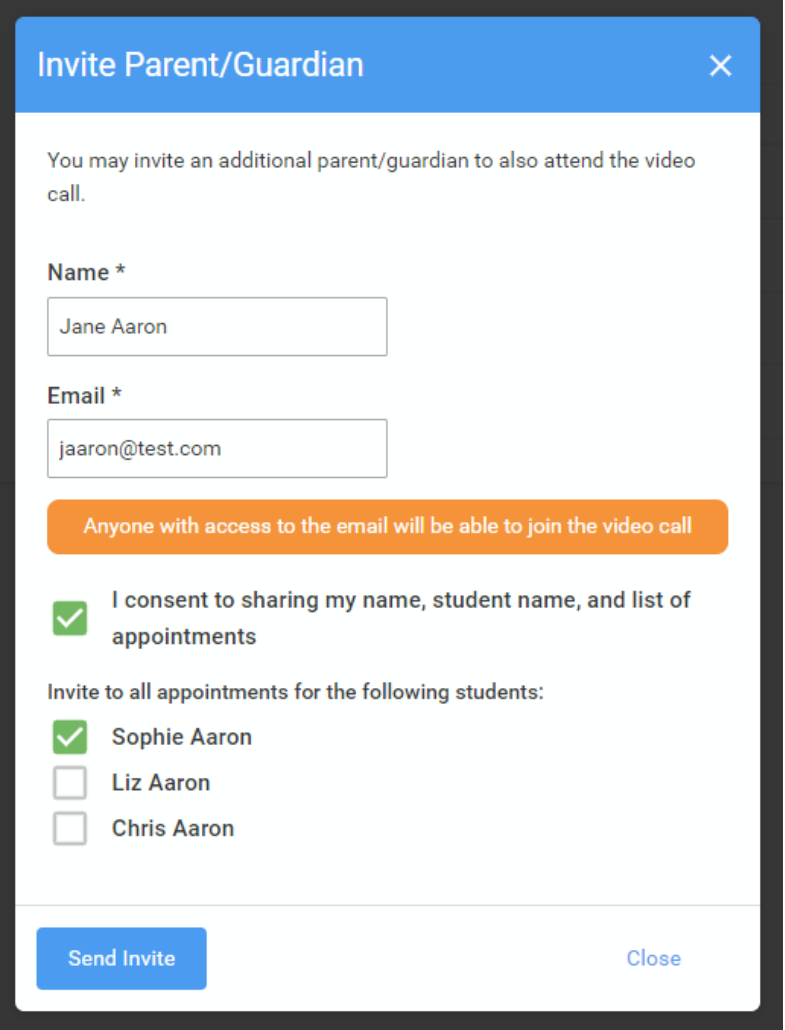
This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted. When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call. Here is an example of what the invite email looks like:



The image shows a screenshot of a web form titled "Invite Parent/Guardian". The form has a blue header with a close button (X). Below the header, there is a message: "You may invite an additional parent/guardian to also attend the video call." The form contains two input fields: "Name *" with the value "Jane Aaron" and "Email *" with the value "jaaron@test.com". Below these fields is an orange warning box that says "Anyone with access to the email will be able to join the video call". There is a green checkmark next to the text "I consent to sharing my name, student name, and list of appointments". Below this, there is a section titled "Invite to all appointments for the following students:" with three options: "Sophie Aaron" (checked), "Liz Aaron" (unchecked), and "Chris Aaron" (unchecked). At the bottom of the form, there is a blue "Send Invite" button and a blue "Close" link.

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

Join Video Call

Or paste this link into your browser:

<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and allows you to *Resend* invites or *Remove* them.

Manage Invites ×

You may invite an additional parent/guardian to also attend the video call.

New Invite

[Invite Parent/Guardian](#)

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron
eaaron@test.com
For: Liz Aaron

[Resend Invite](#) [Remove](#)

Jane Aaron
jaaron@test.com
For: Sophie Aaron

[Resend Invite](#) [Remove](#)

[Close](#)

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Note that a call can have a maximum of 4 people in it at any one time. In cases where a school has assigned 3 teachers to take joint appointments for a class, a parent can still invite a guest, but once the number of participants in the call reaches 4 no further people can join it (unless one of them leaves).