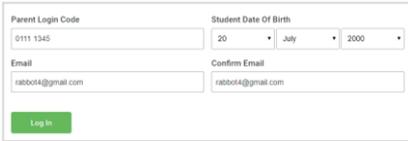


Parents' Guide for Booking Appointments

Browse to <https://gyfunaberaeron.schoolcloud.co.uk/>

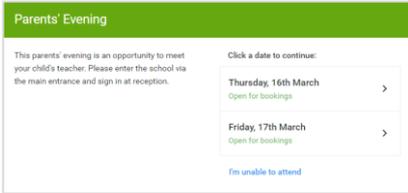


Parent Login Code: 0111 1345
Student Date Of Birth: 20 July 2000
Email: rabbit04@gmail.com
Confirm Email: rabbit04@gmail.com
Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Enter your unique login code shared by the school.

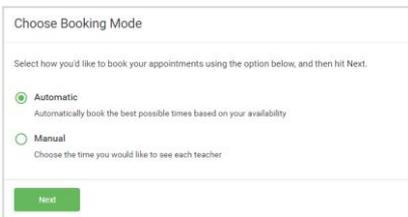


Parents' Evening
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.
Click a date to continue:
Thursday, 16th March
Open for bookings
Friday, 17th March
Open for bookings
I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click ***I'm unable to attend***.

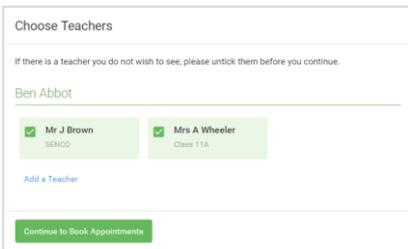


Choose Booking Mode
Select how you'd like to book your appointments using the option below, and then hit Next.
 Automatic
Automatically book the best possible times based on your availability
 Manual
Choose the time you would like to see each teacher
Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



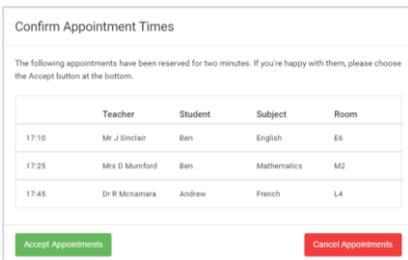
Choose Teachers
If there is a teacher you do not wish to see, please untick them before you continue.
Ben Abbot
 Mr J Brown (SENCO)
 Mrs A Wheeler (Class 11A)
Add a Teacher
Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

You may book other teachers not listed on the screen by clicking *Add a Teacher*.



Confirm Appointment Times
The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

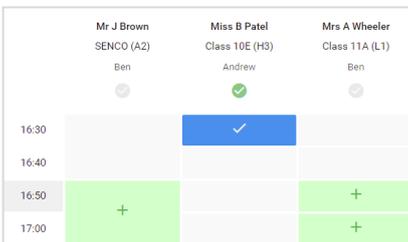
Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



Mr J Brown (SENCO (A2) Ben) Miss B Patel (Class 10E (H3) Andrew) Mrs A Wheeler (Class 11A (L1) Ben)
16:30
16:40
16:50
17:00

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



My Bookings
Table with columns: Teacher, Student, Subject, Room
17:00 Mr J Sinclair Ben English E6
17:10 Mr J Sinclair Ben English E6
17:15 Mr J Sinclair Ben English E6
17:20 Mrs D Mumford Ben Mathematics M2
17:25 Mrs D Mumford Ben Mathematics M2
17:30 Mrs D Mumford Ben Mathematics M2
17:35 Mrs D Mumford Ben Mathematics M2
17:40 Mrs D Mumford Ben Mathematics M2
17:45 Mrs D Mumford Ben Mathematics M2

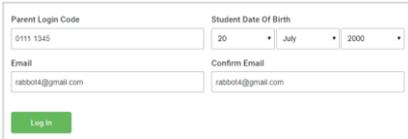
Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Canllaw i Rieni ar gyfer Archebu Apwyntiad

Ewch i <https://gyfunaberaeron.schoolcloud.co.uk/>



Parent Login Code
0111 1345

Student Date Of Birth
20 July 2000

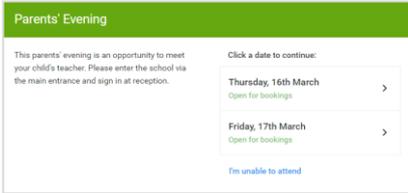
Email
rab004@gmail.com

Confirm Email
rab004@gmail.com

Log In

Cam 1: Mewngofnodi

Llenwch y manylion ar y dudalen yna cliciwch ar y botwm Log In. Bydd cadarnhad o'ch apwyntiadau yn cael ei anfon i'r cyfeiriad e-bost a roddwch. Rhwch eich cod mewngofnodi unigryw a rennir gan yr ysgol



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

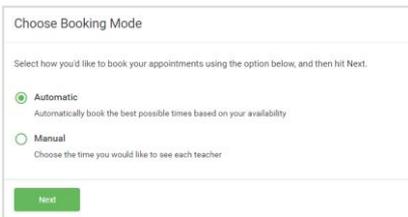
Friday, 17th March
Open for bookings

I'm unable to attend

Cam 2: Dewis Noson Rhieni

Cliciwch ar y dyddiad yr hoffech ei archebu.

Does dim modd gwneud yr holl ddyddiadau a restrir? Cliciwch *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

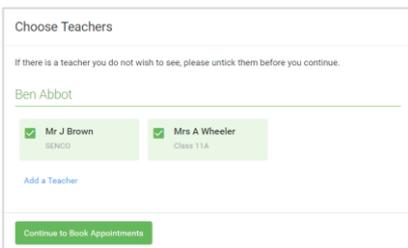
Manual
Choose the time you would like to see each teacher

Next

Cam 3: Dewis Modd Archebu

Dewiswch Awtomatig os hoffech i'r system awgrymu'r amserlen apwyntiadau fyrraf bosibl yn seiliedig ar yr amseroedd rydych chi ar gael i'w mynychu. I ddewis yr amseroedd i archebu gyda phob athro, dewiswch Manual. Yna pwyswch *Next*.

Rydym yn argymhell dewis y modd archebu awtomatig wrth bori ar ddyfais symudol.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

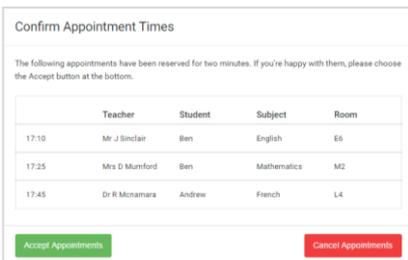
Add a Teacher

Continue to Book Appointments

Cam 4: Dewis Athrawon

Os dewisoch chi'r modd archebu awtomatig, llusgo'r llithrwy'r ar frig y sgrin i nodi'r cynharaf a'r diweddaraf y gallwch eu mynychu.

Dewiswch yr athrawon yr hoffech archebu apwyntiadau gyda nhw. Mae tic gwyrdd yn dangos eu bod wedi'u dewis. I ddad-ddewis, cliciwch ar eu henw. Gallwch archebu athrawon eraill nad ydynt wedi'u rhestru ar y sgrin drwy glicio *Add a Teacher*.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monama	Andrew	French	L4

Accept Appointments

Cancel Appointments

Cam 5a (Awtomatig): Archebu apwyntiad

Os dewisoch chi'r modd archebu awtomatig, fe welwch apwyntiadau dros dro a gedwir am 2 funud. I'w cadw, dewiswch *Accept* ar y chwith isaf.

Os nad oedd yn bosibl archebu pob athro a ddewiswyd yn ystod yr amseroedd y gallwch eu mynychu, gallwch naill ai addasu'r athrawon yr ydych am gyfarfod â hwy a rhoi cynnig arall arni, neu newid i'r modd archebu Manual (Cam 5b).



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30			
16:40			
16:50	+		+
17:00			+

Cam 5b (Llawlyfr): Archebu Apwyntiad

Cliciwch ar unrhyw un o'r celloedd gwyrdd i wneud apwyntiad. Mae celloedd glas yn dynodi lle mae gennych apwyntiad eisoes. Nid yw celloedd llwyd ar gael.

I newid apwyntiad, dileu'r gwreiddiol drwy hofran dros y blwch glas a chlicio *Delete*. Yna dewiswch amser arall.

Ar ôl i chi orffen archebu pob apwyntiad, ar frig y dudalen yn y blwch rhybuddio, pwyswch *Click Here* i orffen y broses archebu.



My Bookings

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monama	Andrew	French	L4

Cam 6: Wedi gorffen

Mae eich holl archebion bellach yn ymddangos ar y dudalen *My Bookings*. Mae cadarnhad e-bost wedi'i anfon a gallwch hefyd argraffu apwyntiadau drwy bwyso Print. Cliciwch *Subscribe to Calendar* i ychwanegu'r rhain ac unrhyw archebion yn y dyfodol at eich calendr.

I newid eich apwyntiadau, cliciwch ar *Amend Bookings*.