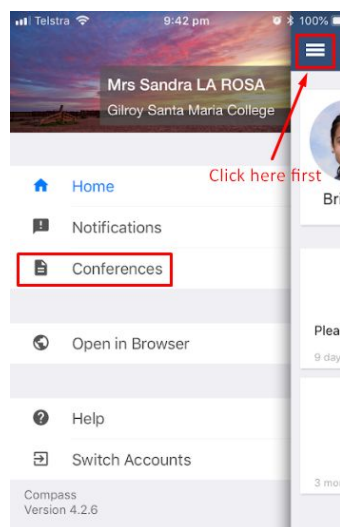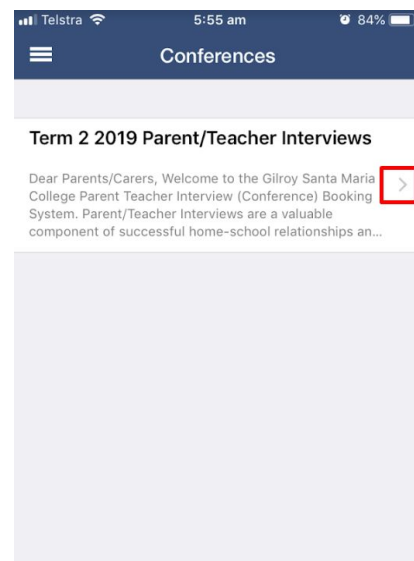# Booking Your Parent/Teacher Interviews (Conferences)

Making your bookings using your phone

Before you start doing your bookings, please ensure you have the latest version of the Compass School Manager App. If you always keep the App open, please close it and re-open it to be sure that any changes that have been made to the Parent/Teacher Interview schedule or settings transfer through to your phone.
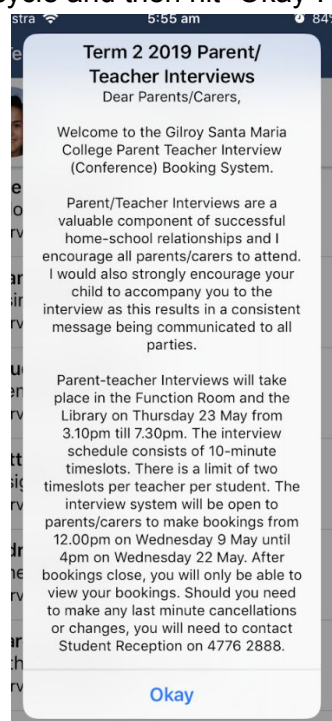
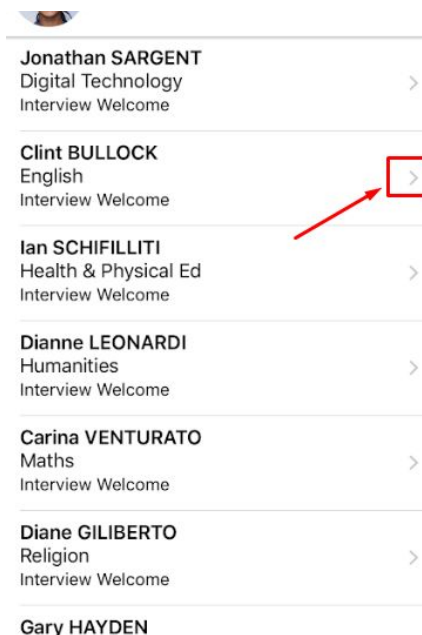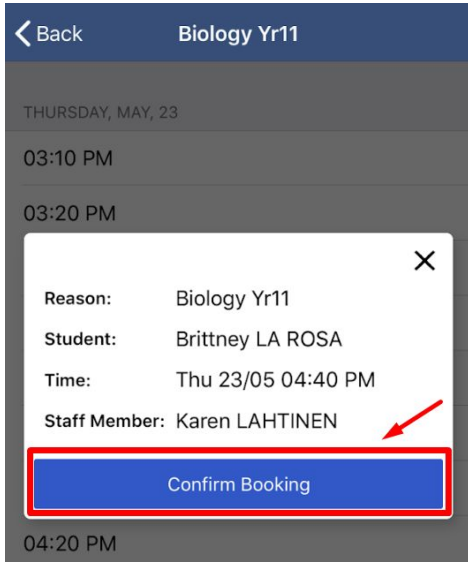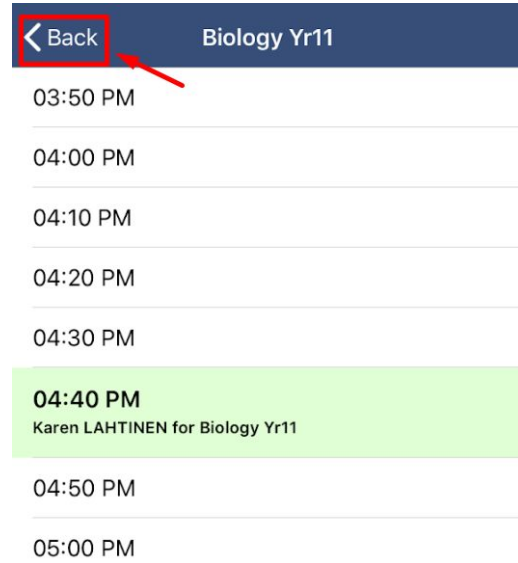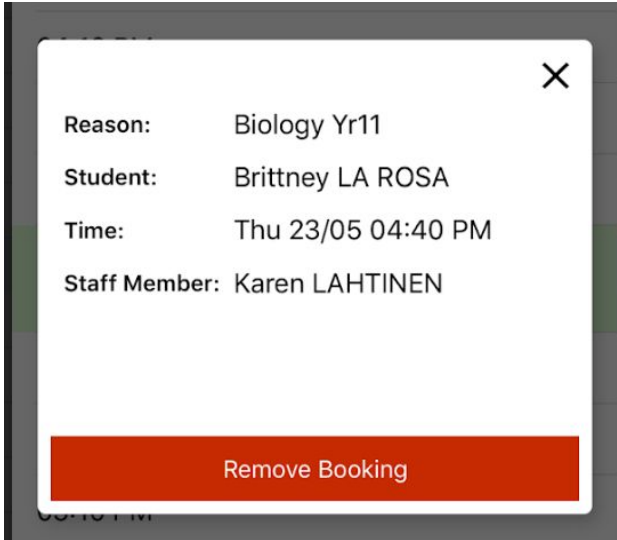|	
Hit the three lines at the top left of the screen to reveal the menu and then select "Conferences".	Hit the small arrow to the right of the screen.
Read the Welcome message about this Interview cycle and then hit "Okay".	Hit the small arrow to the right of the name of the teacher with whom you wish to book an interview.

Select one of the available times and then "Confirm Booking".

The "Back" option will allow you to select another teacher and repeat the process.

You can remove a booking by touching that booking and then selecting "Remove Booking".
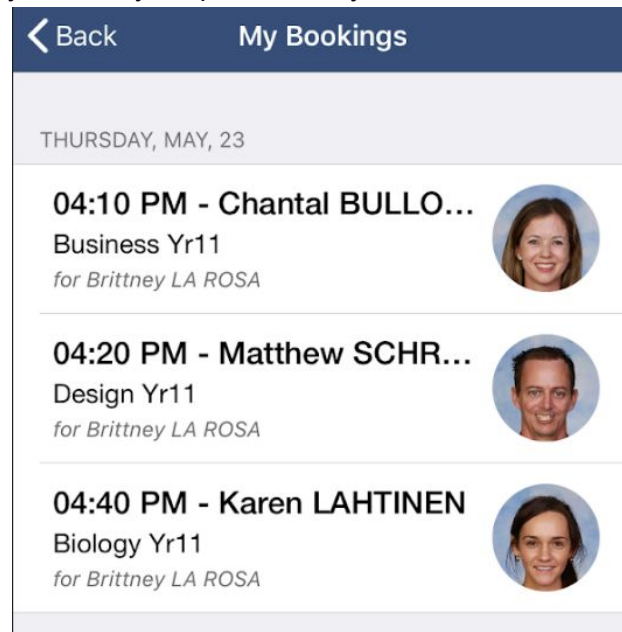

Confirm this action by selecting "Delete".

The book icon at the top of the screen allows you to see your list of bookings.

Remember that you can also refer to this list of your bookings on the day of the interviews if you have your phone with you:

Making your bookings using your computer

The booking interface can be accessed by clicking the "Parent Student Teacher Conference" link under "My News on the right side of the screen:

or by clicking the "Book Parent Teacher Interviews" link next to your child's photo:

The Welcome screen will then appear:

The "Show me How to Book" link will walk you through the process. Alternatively, you begin the booking process without taking the tour.

Click on the teacher's name:

Then select a timeslot and click "OK" to confirm the booking.

When you have completed your bookings, you can print your booking schedule. Click "print Preview" first:

and then click the "Print Bookings" icon: