

Bromcom – Documentation Centre

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How to book Parents Evening appointments using MCAS

Parents can use this guide to learn how to book their **Appointments** for **Parents Evening**. This includes **Booking Manually** or using the **Quick Book** option with the **Parent Portal** on a desktop view or from the **Parent Portal App**.

Containing:

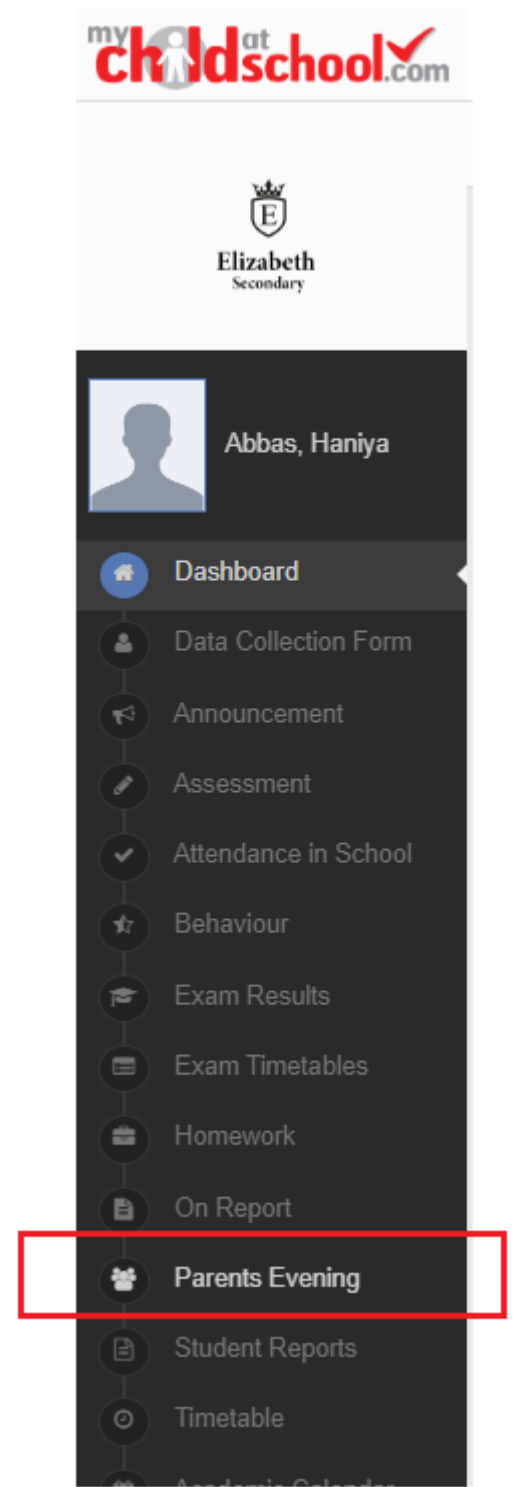
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See also [How to use the MCAS Parent Portal – Bromcom](#)

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



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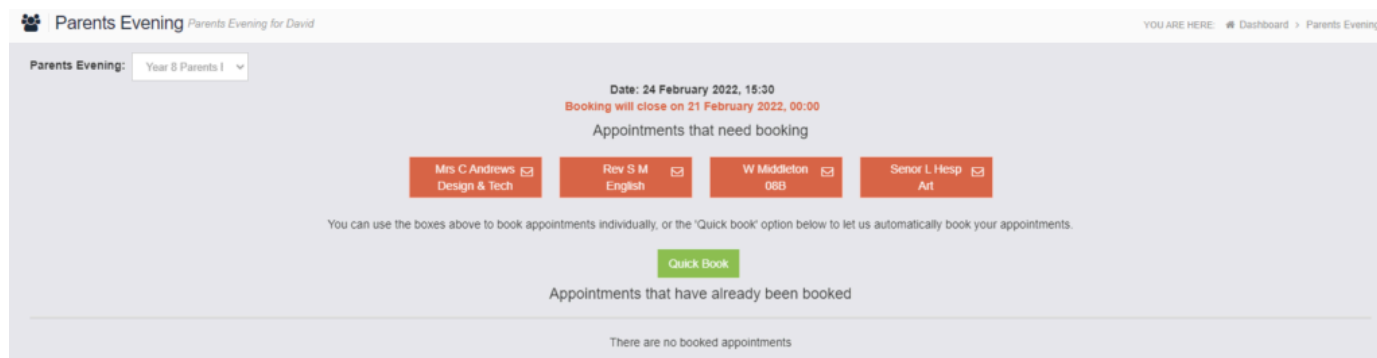


Parents Evening

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



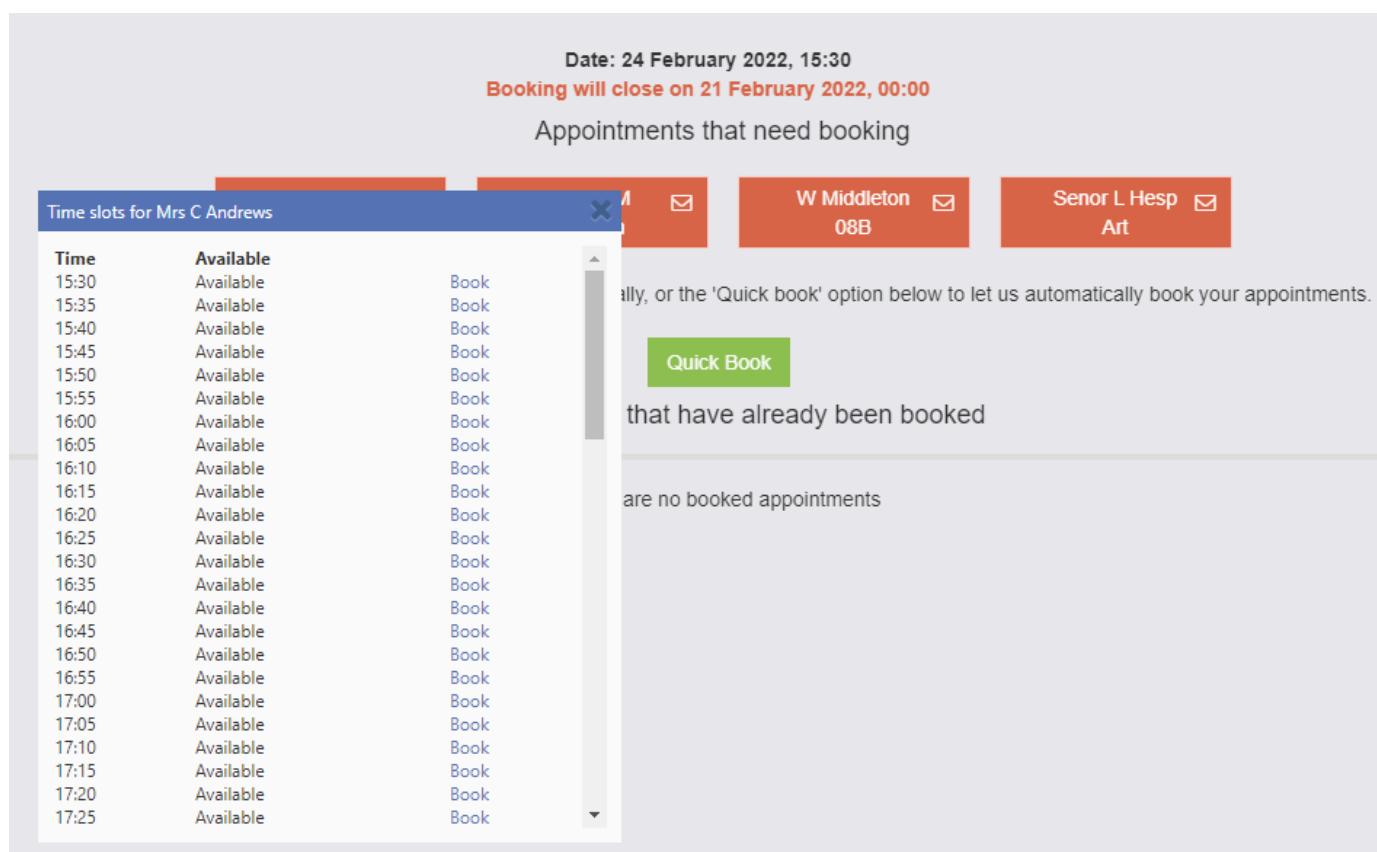
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Appointments that need booking

Booking Appointments Manually

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.



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.



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Parents Evening Parents Evening for David YOU ARE HERE: [Dashboard](#) > [Parents Evening](#)

Parents Evening: Year 8 Parents I

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
O&B

Senor 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

Booked Appointment

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 Parents Evening for David YOU ARE HERE: [Dashboard](#) > [Parents Evening](#)

Parents Evening: Year 8 Parents I

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Rev S M
English

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O&B

Senor 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

Not available

When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

Clicking on the **Print** icon will allow you to **Print** all of the **Booked Appointments**.



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Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that have already been booked 

Time: 16:10	Teacher: Mrs C Andrews	Subject: Design & Tech	Location: Exam Room Main Hall	X
Time: 16:20	Teacher: W Middleton	Subject: 08B	Location: Exam Room Main Hall	X
Time: 16:35	Teacher: Rev S M	Subject: English	Location: Exam Room Main Hall	X
Time: 16:50	Teacher: Senor L Hesp	Subject: Art	Location: Exam Room Main Hall	X

Print Icon

Using the Quick Book Option

Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**. When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button. All of your **Appointments** will then be selected, to deselect a time untick the box, when finished click the **Book Bookings** button to save the **Appointments**, which will then be displayed.

To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top ready to be **Booked** again using the **Manual** or **Auto-Booking** options.

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Parents Evening Parents Evening for Scott

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: CLASS

Date: 30 January 2022, 15:00
Booking will close on 30 January 2022, 00:00

Appointments that need booking

Miss C Thompson 8W-CTD	Mr D Cox Design Technology	Mr B Auton History	Miss D Bushby Information Technology	Mrs A Trappe Science
Miss B Baptist Mathematics	Miss H Fairy Spanish	Mr M Poole Drama	Mrs K Cheng Art	Miss J Smart Religious Education
Mr J Appleby Science	Mrs I Ashton Music	Mrs M Thompson Geography	Miss M Parker Physical Education	Miss M Marshall French
Mr J Caygill Mathematics	Miss K Lamport English			

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



Appointments that have already been booked

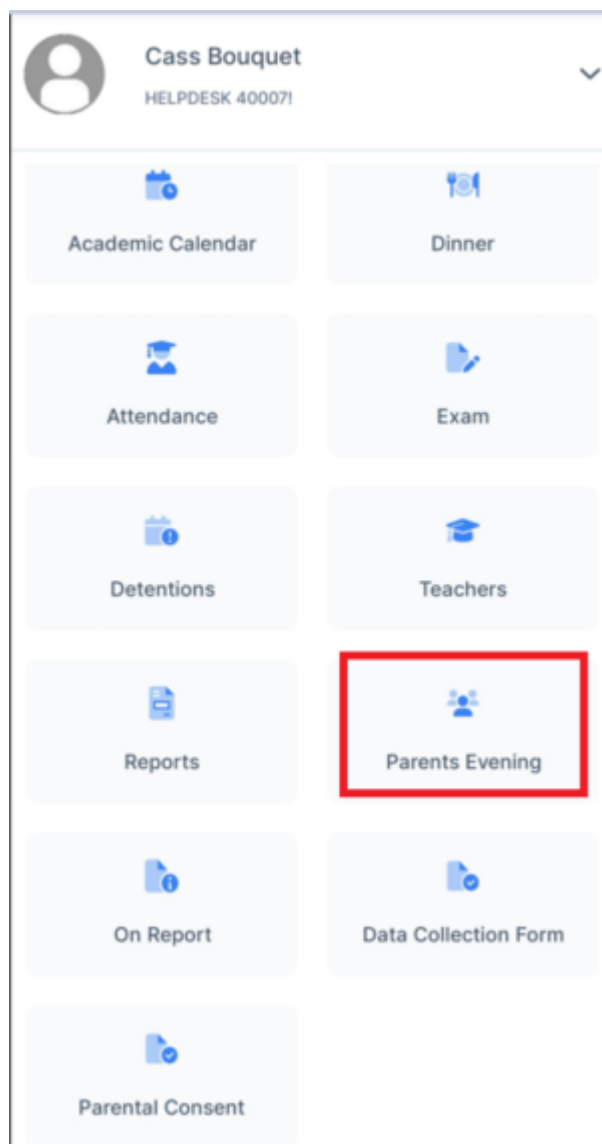
There are no booked appointments



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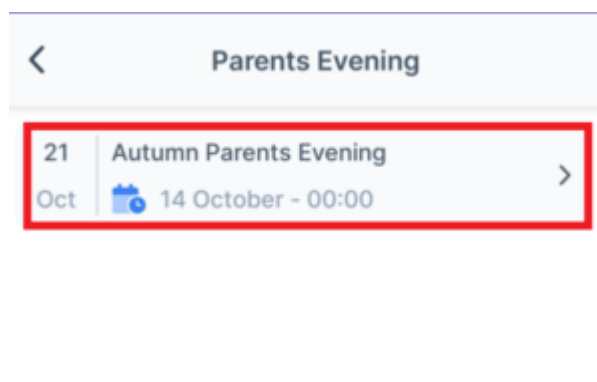
Booking Appointments Manually with the MCAS Parent App

Select **Parents Evening** from the menu.



Parents Evening

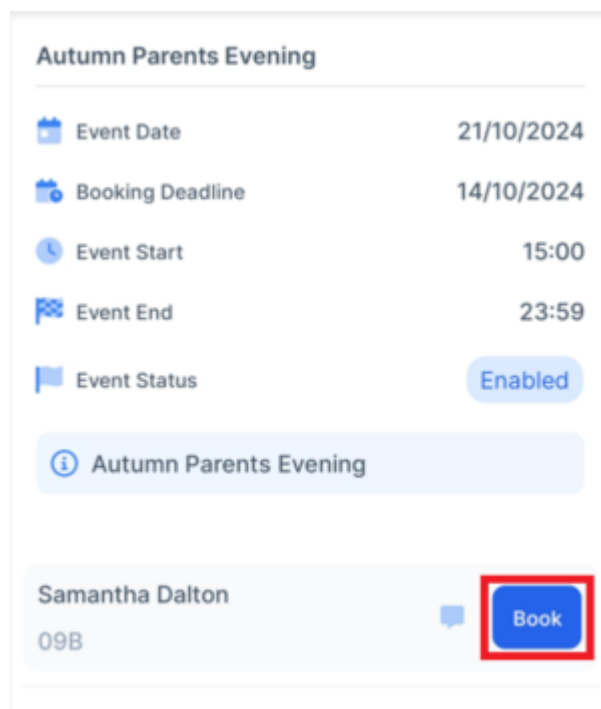
Select the **Parents Evening** you would like to book sessions for from the list.



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Select Parents Evening

This will display a list of all the teachers you are able to book sessions with. Click **Book** next to the name of the **Teacher** you would like to book an **Appointment** for.



Autumn Parents Evening

Event Date 21/10/2024

Booking Deadline 14/10/2024

Event Start 15:00

Event End 23:59

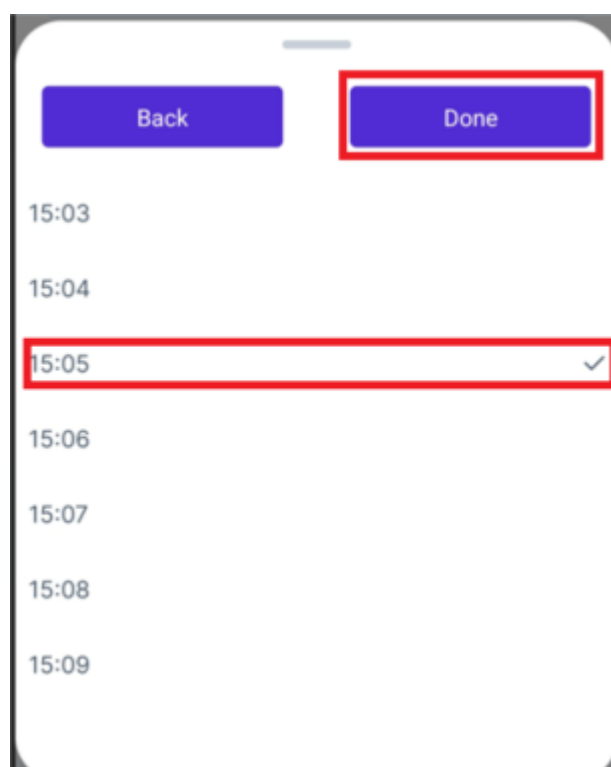
Event Status Enabled

Autumn Parents Evening

Samantha Dalton 09B **Book**

Book

This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you're happy, click **Done**.



Back Done

15:03

15:04

15:05 ✓

15:06

15:07

15:08

15:09

Select Time



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Your selected time will then appear in green next to the **Teacher**.

Autumn Parents Evening

 Event Date	21/10/2024
 Booking Deadline	14/10/2024
 Event Start	15:00
 Event End	23:59
 Event Status	Enabled

 Autumn Parents Evening



Samantha Dalton

09B

Default Location

 15:05



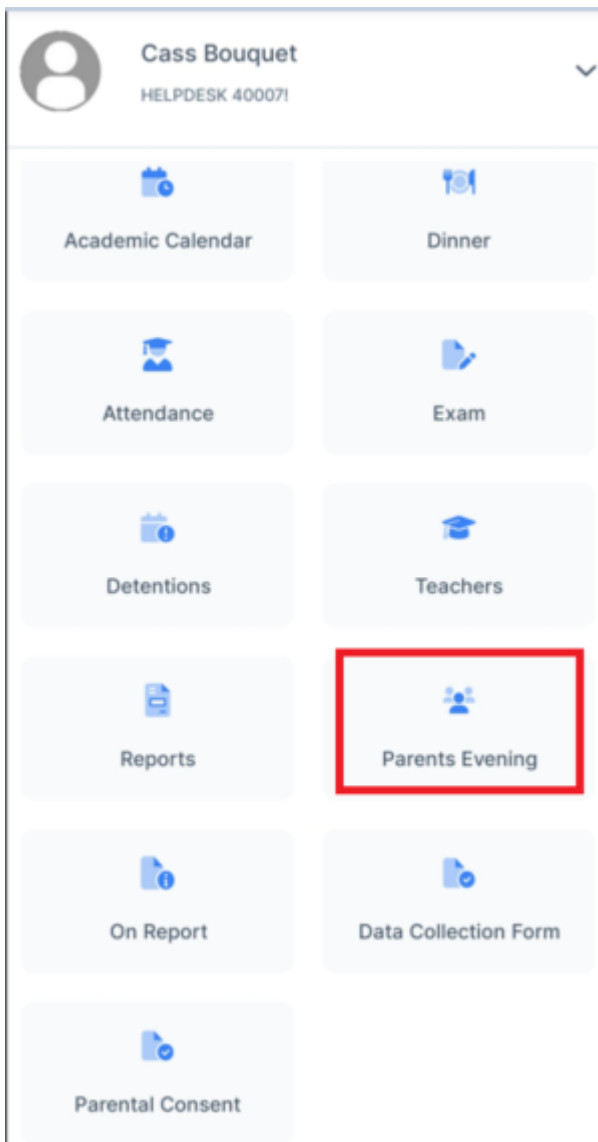
Confirmed Appointment

Using the Quick Book Option with the MCAS Parent App

Select **Parents Evening** from the menu.

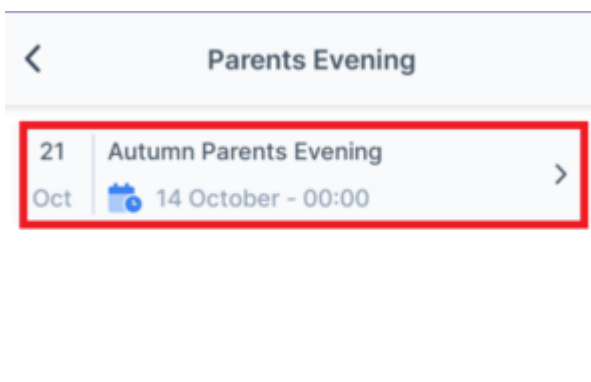


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Parents Evening

Select the **Parents Evening** you would like to book sessions for from the list.



Select Parents Evening

This will display a list of all the teachers you are able to book sessions with. Click **Book All Now** at the bottom of the screen.



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Autumn Parents Evening

Event Date	21/10/2024
Booking Deadline	14/10/2024
Event Start	15:00
Event End	23:59
Event Status	Enabled

Autumn Parents Evening

Denver Adams
Chemistry

Book

Colleen O'Sullivan
English

Book

John Ferguson
Biology

Book

Quick Book

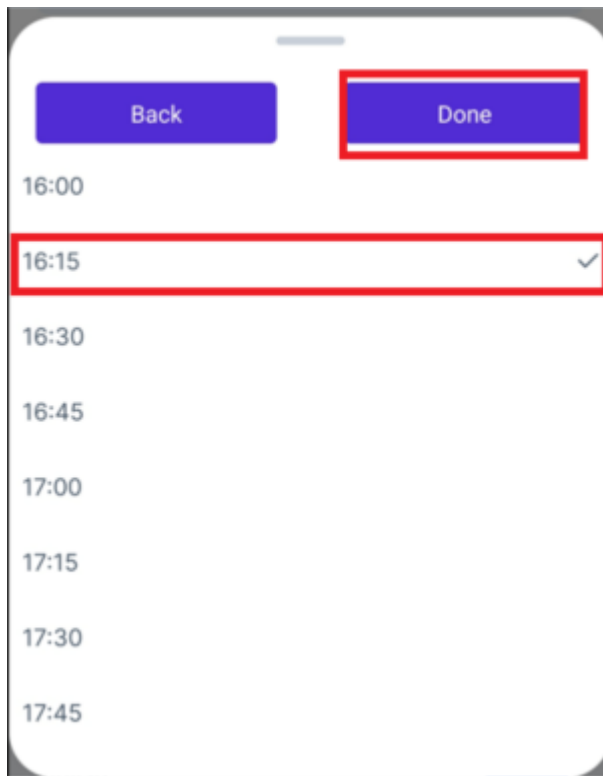
Book All Now

Book All Now

This will open a time picker, select the time that you will be arriving for the parents evening and click **Done**.



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Select Arrival Time

This will then automatically allocate **Appointments** to you based on the booking rules set up by the **School**. If there are any **Appointments** that you are unhappy with and would like to manually review, untick them using the tick boxes to the left. Once only those **Appointments** that you are happy with are selected click **Confirm & Book**.



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Autumn Parents Evening

Event Date	21/10/2024
Booking Deadline	14/10/2024
Event Start	15:00
Event End	23:59
Event Status	Enabled

Autumn Parents Evening

☒	Denver Adams	16:15
	Chemistry	
☒	John Ferguson	16:30
	Biology	
☒	Colleen O'Sullivan	16:45
	English	

Quick Book

Confirm & Book

Review Automatic Schedule

The appointments will then display in green to indicate they are confirmed. Any **Appointments** that you unticked will be available to book manually.



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Autumn Parents Evening

 Event Date	21/10/2024
 Booking Deadline	14/10/2024
 Event Start	15:00
 Event End	23:59
 Event Status	Enabled

 Autumn Parents Evening



Denver Adams
Chemistry
Default Location

 16:15 



John Ferguson
Biology
Default Location

 16:30 



Colleen O'Sullivan
English
Default Location

 16:45 

Online Parent Meetings

If **Google** or **Office365 integration** is active, the option to hold **Online Parents Evening Meetings** has been added. When active **Meeting Invites** will be sent out by the **School**.

Updated on October 7, 2024

Tagged: How to Book Parents Evening Appointments using MyChildAtSchool MCAS MCAS App MCAS Parent Portal MCAS Parent Portal App MyChildAtSchool MyChildAtSchool Parent App MyChildAtSchool Parent Portal Parent Evening Parents Evening Parents Evenings

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