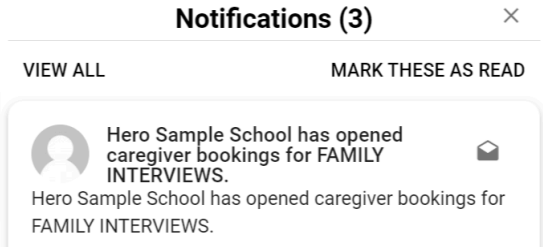


# HERO Managing a Learning Conversation Booking

Once a school administrator opens a School Bookings event to caregivers, all caregivers associated with students in the interview groups will receive an email and notification to advise them that bookings can now be made. Caregivers can view and manage their own bookings.



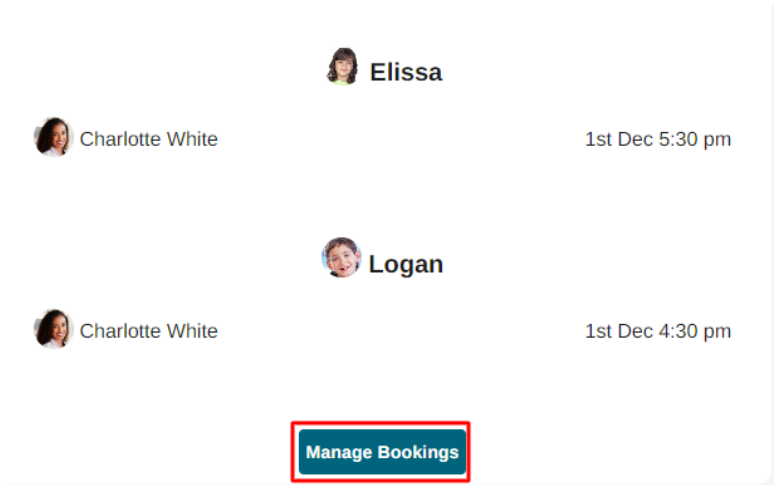
### Caregivers will receive notifications when -

- An event is opened to caregivers
- An event is closed to caregivers
- A booking is made or updated by a staff member
- An event is cancelled

Caregivers are only able to book a single interview per student per interview group. i.e. if class interviews are being held then a student will only appear once in a class, so only 1 interview slot can be booked.





### TO ADD A BOOKING

1. Your caregiver will navigate to the School Bookings event and click **MANAGE BOOKINGS**,

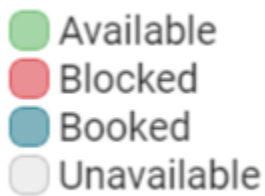


2. This will display a table of all available slots for all of their associated students, to enable them to co-ordinate bookings across multiple students.

## Family Interviews

<ul style="list-style-type: none"><li>Available</li><li>Blocked</li><li>Booked</li><li>Unavailable</li></ul>	 Edward	 Elissa
TIME	 Charlotte White	 Charlotte White
<b>1st December 2023 (Friday)</b>		
3:30 pm	<input type="text"/>	<input type="text"/>
4:00 pm	<input type="text"/>	<input type="text"/>
4:30 pm	<input type="text"/>	<input type="text"/>
5:00 pm	<input type="text"/>	<input type="text"/>
5:30 pm	<input type="text"/>	<input type="text"/>
6:00 pm	<input type="text"/>	<input type="text"/>

3. A colour key provides the caregiver with information on the status of each interview slot.



4. To add a booking, the caregiver will click a **GREEN** slot. The booking popup will be displayed. Clicking **CONFIRM** will secure the interview slot.



## Book This Time



This booking is reserved for 9:38 minutes.

Add a note for your teacher here if desired:

Sorry but I have to bring Logan's little brother with me.

Click CANCEL to discard this booking.





Click CONFIRM to confirm this booking.

Cancel

Confirm


5. Once a booking is made all other slots will become unavailable to prevent duplicate bookings.


## Family Interviews

<ul style="list-style-type: none"><li>Available</li><li>Blocked</li><li>Booked</li><li>Unavailable</li></ul>	 Edward	 Elissa
TIME	 Charlotte White	 Charlotte White
<b>1st December 2023 (Friday)</b>		
3:30 pm	<div style="background-color: #4682b4; border-radius: 10px; width: 100%; height: 20px;"></div>	<div style="background-color: #d3d3d3; border-radius: 10px; width: 100%; height: 20px;"></div>
4:00 pm	<div style="background-color: #d3d3d3; border-radius: 10px; width: 100%; height: 20px;"></div>	<div style="background-color: #d3d3d3; border-radius: 10px; width: 100%; height: 20px;"></div>
4:30 pm	<div style="background-color: #d3d3d3; border-radius: 10px; width: 100%; height: 20px;"></div>	<div style="background-color: #6aa84f; border-radius: 10px; width: 100%; height: 20px;"></div>
5:00 pm	<div style="background-color: #d3d3d3; border-radius: 10px; width: 100%; height: 20px;"></div>	<div style="background-color: #6aa84f; border-radius: 10px; width: 100%; height: 20px;"></div>
5:30 pm	<div style="background-color: #d3d3d3; border-radius: 10px; width: 100%; height: 20px;"></div>	<div style="background-color: #6aa84f; border-radius: 10px; width: 100%; height: 20px;"></div>
6:00 pm	<div style="background-color: #d3d3d3; border-radius: 10px; width: 100%; height: 20px;"></div>	<div style="background-color: #6aa84f; border-radius: 10px; width: 100%; height: 20px;"></div>

### TO CANCEL A BOOKING

1. Your caregiver will navigate to the School Bookings event and click **MANAGE BOOKINGS**,

 **Logan**

 Charlotte White

1st Dec 4:30 pm


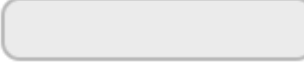
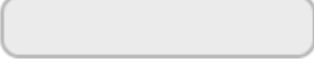
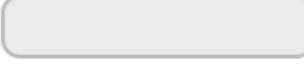
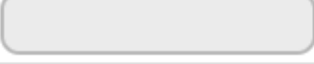

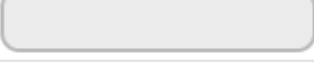

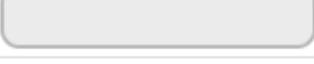



**Manage Bookings**

2. This will display a table of all associated students and their current bookings.

## Family Interviews

<ul style="list-style-type: none"><li>Available</li><li>Blocked</li><li>Booked</li><li>Unavailable</li></ul>	 Edward	 Elissa
TIME	 Charlotte White	 Charlotte White

### 1st December 2023 (Friday)

3:30 pm		
4:00 pm		
4:30 pm		
5:00 pm		
5:30 pm		
6:00 pm		

3. Click the **BLUE** interview slot to display the booking popup. Click **CANCEL BOOKING**.

### Edit Booking



Edit note for your teacher here if desired:

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Click CANCEL BOOKING to cancel this booking.

Click SAVE to confirm these changes.

**Cancel Booking**

**Save**