



## Parent Booking Guide

The following guide will instruct you on the process needed to book an appointment through Schoolzine's Session Keeper System. You will also be able to cancel your booking and rebook if required.

1. Navigate to the Session Keeper URL <https://exeterps.schoolzineplus.com/view-session/6> enter your **Email Address** and select **Login**.



Demo School



Please enter your email

Email

Example@gmail.com

Login

2. Click **Send** to receive an email and set up your password.



## Demo School



### Password Setup Required

Click Send to receive an email and setup your password.

Back

Send



Add Student

Save & Continue

3. Select all of the relevant Staff members that you would like to book a session with and select **Next** from the bottom right corner.

Search Staff

Select Filter

☐ Select all Staff



Master Yoda  
4B/ Maths

✓ Selected



Clark Kent  
5K/Science Teacher

55 Available Times



Bruce Wayne  
3B/Arts

60 Available Times

#### 1 SELECTED STAFF

Master Yoda (4B/ Maths)



viewing 1 - 3 of 3

Next

*Note:* If you are booking for a student you will see your linked children. You can also add children if they are not already in the system. To do this you will need to click the **Add Student** button and enter in your child's **First Name** and **Last Name** then click **Save**.

4. Select the time of your booking from the list (for all of your relevant teachers) and then select **Next**.

**NOTE:** Already booked and unavailable sessions will be greyed out from the list.

Master Yoda  
4B/ Maths

24 Sep 2018

25m 08:00 AM	25m 09:10 AM	25m 09:45 AM	25m 10:20 AM	25m 10:55 AM	25m 11:30 AM
25m 12:05 PM	25m 12:40 PM	25m 01:15 PM	25m 01:50 PM	25m 02:25 PM	25m 03:00 PM
25m 03:35 PM	25m 04:10 PM				

1 SELECTED TIMES

Master Yoda (4B/ Maths)

Monday, 24 Sep 2018

03:35 PM (25 Mins)

Back Next

5. Review your appointment information and add any notes, if relevant, before pushing **Next** to confirm your bookings.

Master Yoda  
4B/ Maths

Locked

Monday, 24 Sep 2018

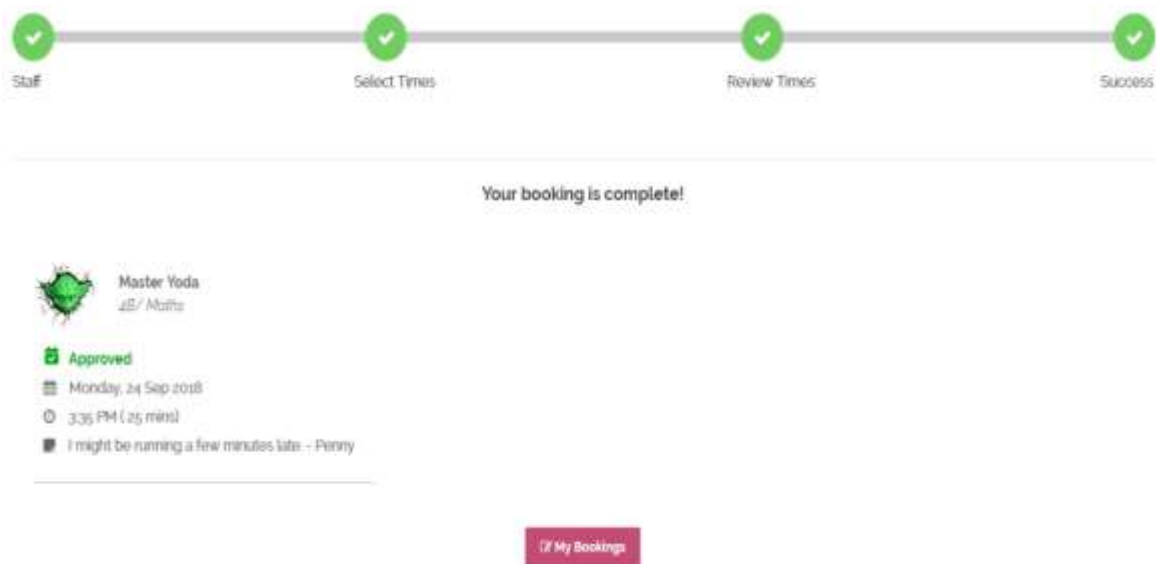
3:35 PM (25 mins)

Add note for booking:

I might be running a few minutes late. - Penny

Back Next

6. Your Booking is complete! You will receive a confirmation email to your nominated email address. The confirmation email also includes links should you need to modify or cancel your booking.



## Printing and Adding to Calendar

Whilst logged in please follow the following steps:

1. Click on **Account** in the top right corner.
2. Select **My Bookings**.
3. Then click on either **Print** or **Add To Calendar**.

Demo School

SESSIONS ACCOUNT

My Bookings

MY DETAILS

**MY BOOKINGS**

MY SESSIONS

LOGOUT

All Sessions ▾ All Statuses ▾ Show Past Bookings

Print Add To Calendar

Teacher One

Approved

Wednesday, 22 May 2019

4:15 PM (15 mins)

Might be 1 minute late

Edit Cancel booking