

Overview – Booking through Compass On-Line

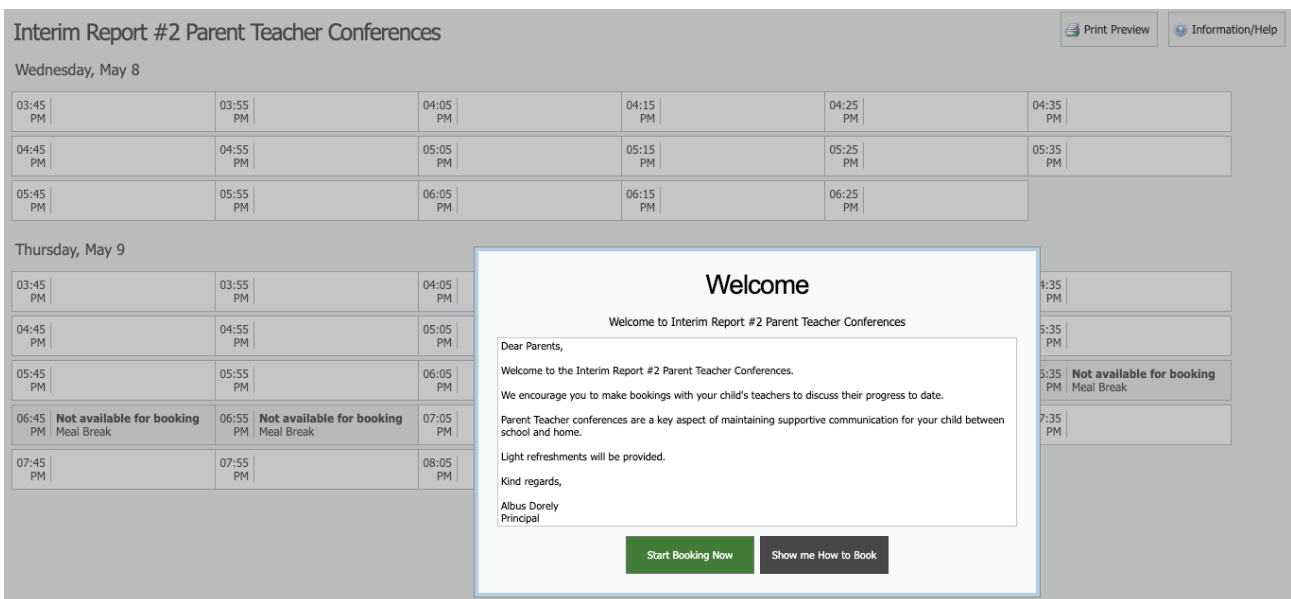
How to make a conference booking. The Conference will allow bookings when it is set as 'Open' for parents of all students enrolled in event and you will have a notification on the Compass dashboard advising that a conference cycle is open to make bookings.

Example Only



Making a booking

The user can click the notification to proceed to make a booking. You will be taken into the booking conferences. Please select 'Start Booking Now' or 'Show me How to Book' to proceed'.



The screenshot shows the "Interim Report #2 Parent Teacher Conferences" interface. At the top right, there are "Print Preview" and "Information/Help" buttons. The main content is a calendar grid for Wednesday, May 8 and Thursday, May 9. The grid shows time slots from 03:45 PM to 08:05 PM. Some slots are marked as "Not available for booking" or "Meal Break". A "Welcome" modal window is open in the center, displaying a message from the Principal, Albus Dorely, and two buttons: "Start Booking Now" and "Show me How to Book".

Please note the following points:

- If you encounter any problems using Compass, please contact the school office by phone on 3869 7222. If bookings need to be made through the school office you will need to supply your student's name, the subject and teacher(s) you would like to see.

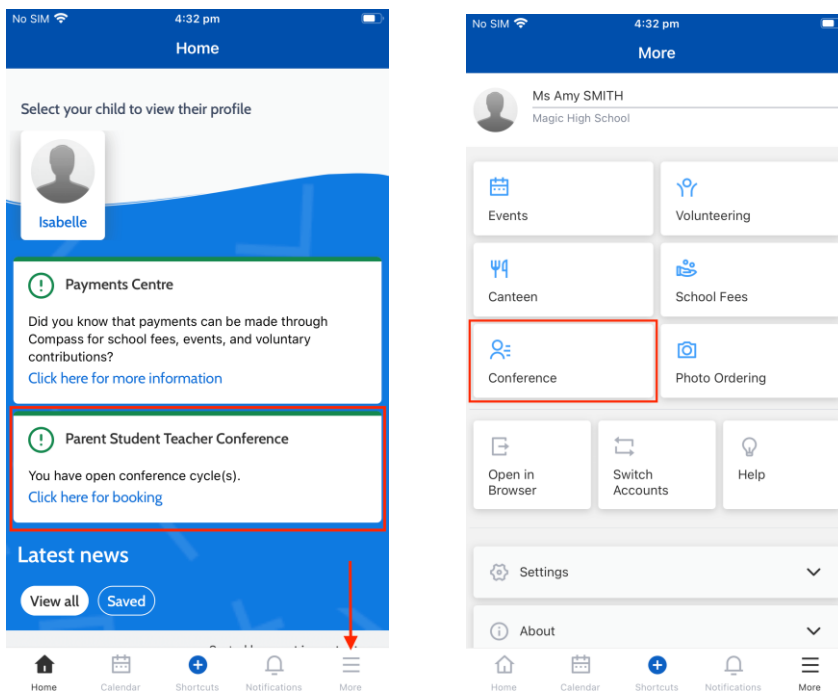
Any feedback you may wish to provide about the use of this on-line booking system is most welcome.

Booking Conferences on Mobile Devices

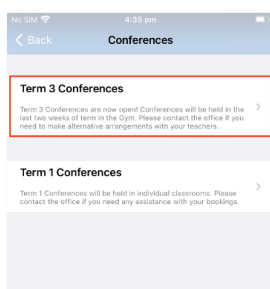
iOS / Apple Devices

In order to book in with the teachers at your student's school for Conferences using the Compass app on an iOS / Apple device you will first need to login using your parent login credentials.

From the 'Home' page you may see a Dashboard notification letting you know that Conferences are open for booking. Select 'Click here for booking' to be taken to the main Conferences page. You can also access Conference booking by clicking the 'More' menu in the navigation bar along the bottom of the screen, and then selecting 'Conferences' from the menu tiles.



This will take you to the main Conferences page, where you can see all Conference cycles made available to you for booking. To start the booking process, click on the conference cycle you'd like to book for.



Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue.

If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen