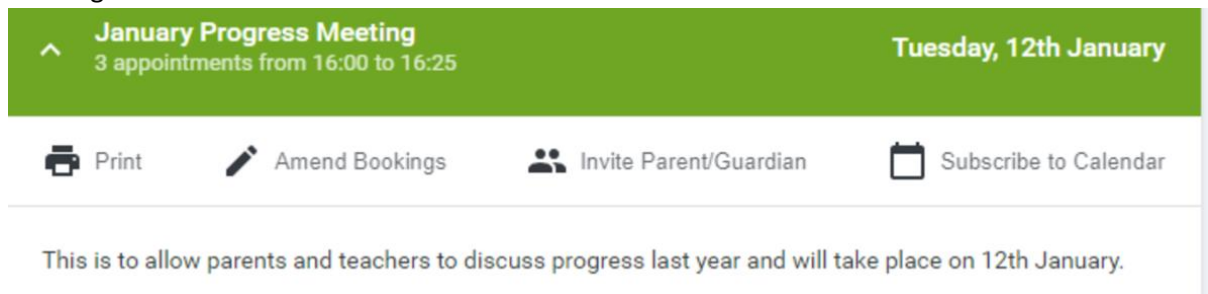


Inviting another parent/carer to join a video appointment

You can give one other parent/carer access to join your video appointment for each student linked to you. This can be done at the time of booking the appointment or later if required.

1. Once your booking is made click on **Invite Parent/guardian** link at the top of your list of bookings

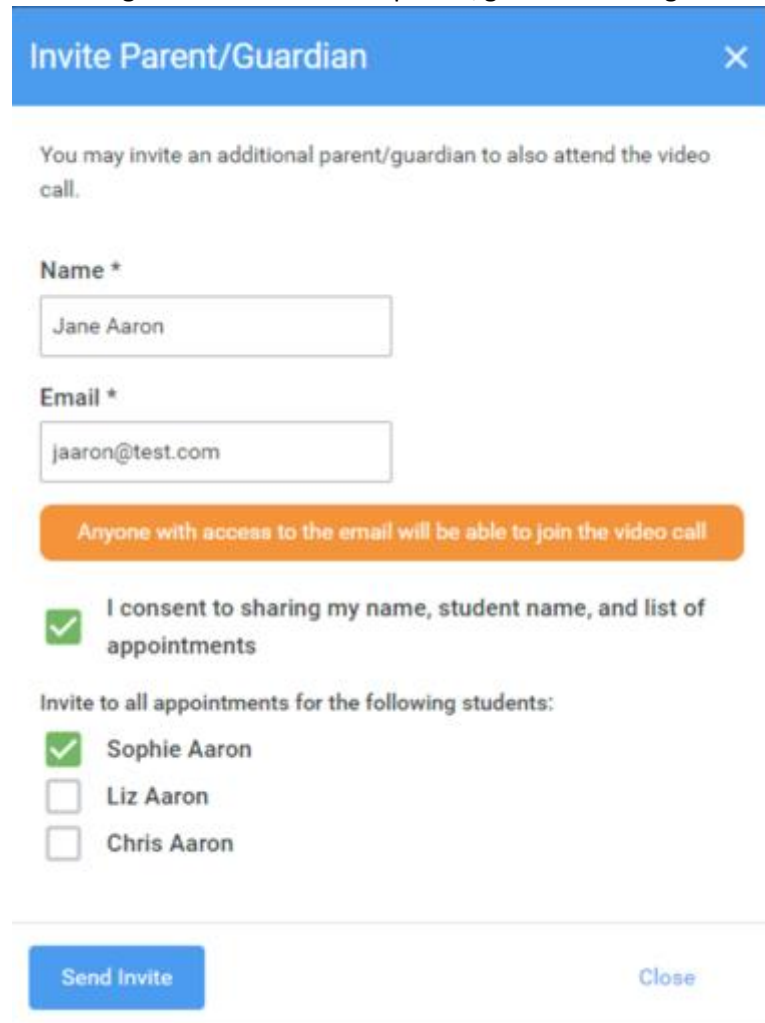


January Progress Meeting Tuesday, 12th January
3 appointments from 16:00 to 16:25

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

2. You will see a box asking for the details of the parent/guardian to be given access



Invite Parent/Guardian ×

You may invite an additional parent/guardian to also attend the video call.

Name *
Jane Aaron

Email *
jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron
 Liz Aaron
 Chris Aaron

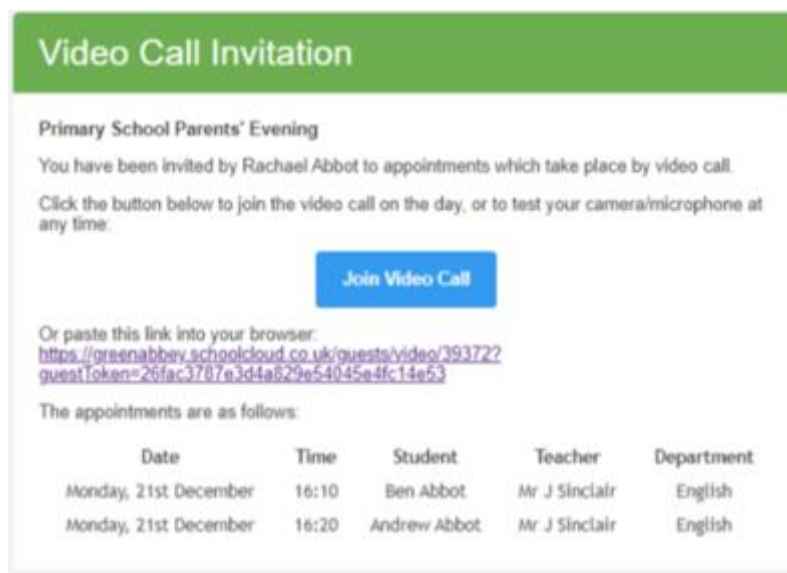
Send Invite Close

You must enter the name and an email address as well as tick the box to consent to that person being given access to the information used to make appointments.

When you click the blue send button an email is sent to the address entered, giving them a link and details on how to join the call.

Please note, **only** the invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments;

This is what the invite email looks like:



3. You will see a **Manage Invites** box that shows your sent invitation, this allows you to add another invite if needed, you can only have one invite per student.. It also allows you to **Resend** or **Remove** invites. If you have no invites available the green button will be replaced with a message that says **Unable to invite another parent/guardian. Only one invite can be sent per student.**

