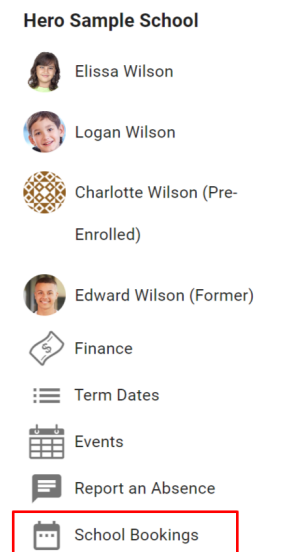


# Managing a School Bookings Event as a Caregiver

## TO VIEW A BOOKING

1. Log into the Hero app / website and navigate to 'School Bookings' in the menu for your school.
2. Here you will see the event details and any of the associated students who are included in this event.



## TO ADD A BOOKING

1. Navigate to the 'School Bookings' event and click ADD or MANAGE BOOKINGS
2. This will display a table of all available slots for all of your children, to enable you to coordinate bookings across multiple students.


*Note: We recommend that you do not book consecutive slots to avoid overruns and allow for transit time between interviews.*


### FAMILY INTERVIEWS

21st Dec 2022 - 22nd Dec 2022 | 25 minute sessions

 Elissa

You Have No Current Bookings

 Logan

 Simon Brown

21st Dec 3:30 pm



**MANAGE BOOKINGS**

### FAMILY INTERVIEWS

21st Dec 2022 - 22nd Dec 2022 | 25 minute sessions

 Elissa

You Have No Current Bookings

 Logan

You Have No Current Bookings

**ADD BOOKINGS**

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



4. To add a booking, click a GREEN slot. The booking popup will be displayed. You then have the option of entering a note for the teacher. Clicking CONFIRM will secure the interview slot.

🕒 Book This Time

This booking is reserved for 7:53 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 you, to prevent duplicate bookings.

FAMILY INTERVIEWS		
<div>Available</div> <div>Blocked</div> <div>Booked</div> <div>Unavailable</div>	<div>Elissa</div>	<div>Logan</div>
TIME	<div>Simon Brown</div>	<div>Simon Brown</div>
21st December 2022 (Wednesday)		
3:30 pm		
4:00 pm		
4:30 pm		
5:00 pm		
5:30 pm		
6:00 pm		
22nd December 2022 (Thursday)		
3:30 pm		
4:00 pm		
4:30 pm		

FAMILY INTERVIEWS		
<div>Available</div> <div>Blocked</div> <div>Booked</div> <div>Unavailable</div>	<div>Elissa</div>	<div>Logan</div>
TIME	<div>Simon Brown</div>	<div>Simon Brown</div>
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4:30 pm		
5:00 pm		
5:30 pm		
6:00 pm		
22nd December 2022 (Thursday)		
3:30 pm		
4:00 pm		
4:30 pm		

## TO CANCEL A BOOKING

1. Navigate to the School Bookings event and click **MANAGE BOOKINGS**

2. This will display a table of all of your children and your current bookings.


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

### FAMILY INTERVIEWS

21st Dec 2022 - 22nd Dec 2022 | 25 minute sessions

 Elissa

You Have No Current Bookings





 Logan

 Simon Brown

21st Dec 3:30 pm



**MANAGE BOOKINGS**

FAMILY INTERVIEWS			×
<div><div>Available</div><div>Blocked</div><div>Booked</div><div>Unavailable</div></div>	 Elissa	 Logan	
TIME	 Simon Brown	 Simon Brown	
21st December 2022 (Wednesday)			
3:30 pm			
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4:30 pm			
5:00 pm			
5:30 pm			
6:00 pm			
22nd December 2022 (Thursday)			
3:30 pm			
4:00 pm			
4:30 pm			

### Edit Booking



Edit note for your teacher here if desired:

Interview will be conducted via zoom.

Click **CANCEL BOOKING** to cancel this booking.

Click **SAVE** to confirm these changes.

**CANCEL BOOKING**

**SAVE**

## TO CHANGE BOOKING INFORMATION

1. To change the time of a booking, the existing booking needs to be cancelled (as above) and a new booking created.
2. To add or change the staff note on a booking, navigate to the booking and click the BLUE interview slot.
3. Add or change the Note and click SAVE.

🕒 Edit Booking

×

Edit note for your teacher here if desired:

I am now able to come in for this interview.

Click CANCEL BOOKING to cancel this booking.

Click SAVE to confirm these changes.

CANCEL BOOKING

SAVE