How to Book a Parents Meeting Slot – Desktop Version

Login to Compass.

On the right of the screen, find 'Parent Student Teacher Conference' and select '*Click here for booking'*

Welcome back, Robit Betley CofE VC Primary School	A Contacts".
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You will see the Welcome message. Select 'Start booking now'

Select your desired Timeslot

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F	Friday, February 2				Teachers
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Select the class teacher from the right-hand side of the screen



Re-select your desired Timeslot

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	04:10	04:20	04.30 PM	04:40 PM	Sarah GARNER-COWEN Interview Welcome
	PM 04:50	05:00 PM	05:10 PM	15:20 PM	screen to make a booking. [Back]
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Confirm booking by pressing 'OK'

