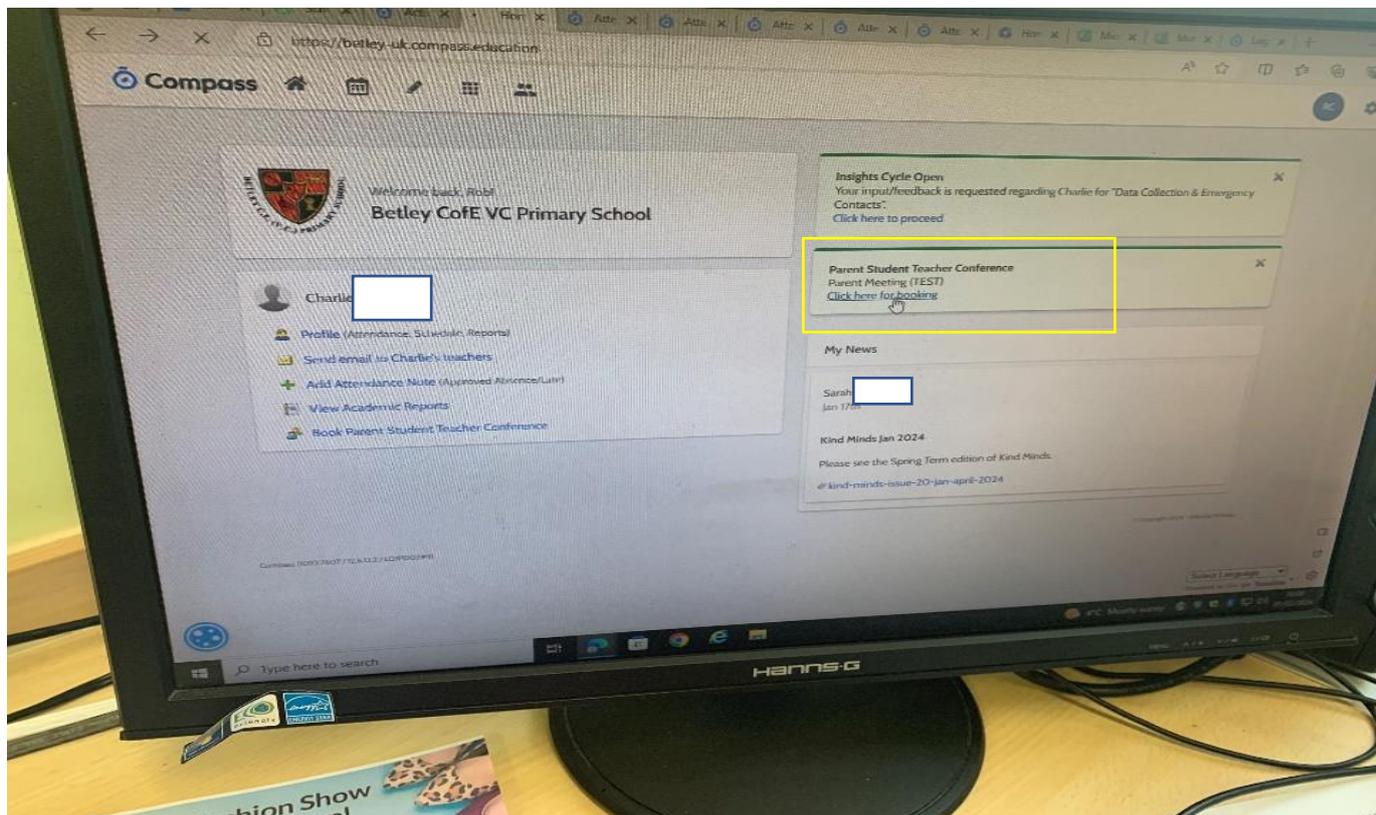


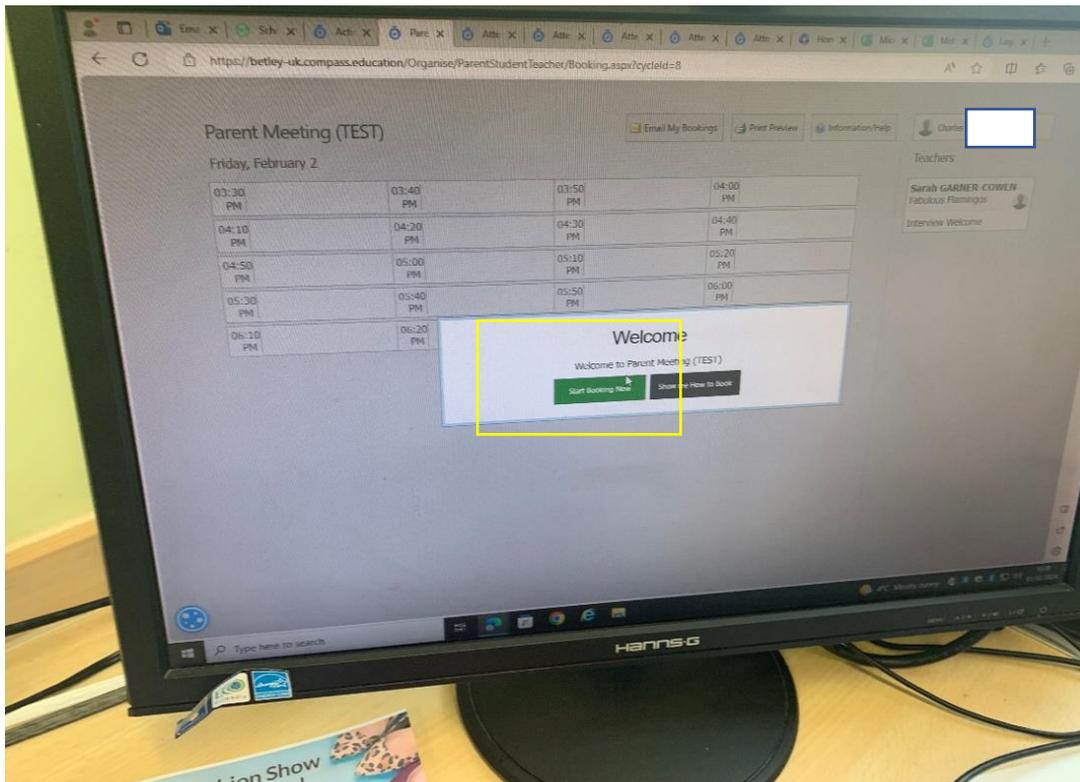
## How to Book a Parents Meeting Slot – Desktop Version

Login to Compass.

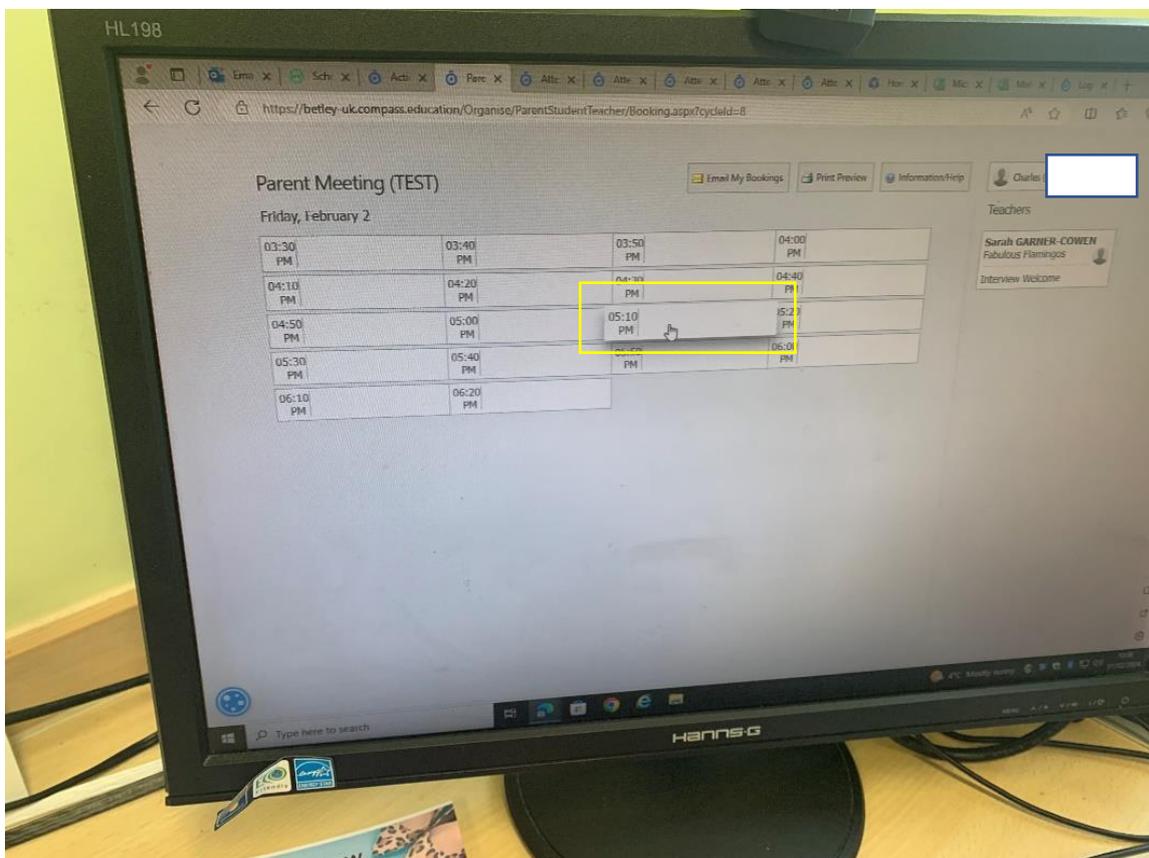
On the right of the screen, find 'Parent Student Teacher Conference' and select '**Click here for booking**'



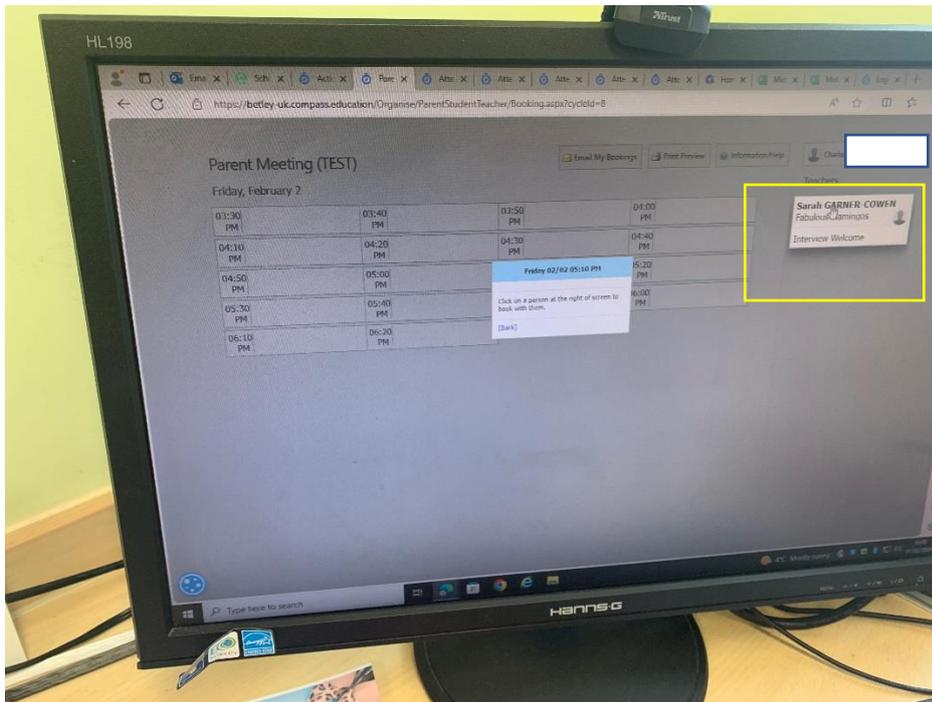
You will see the Welcome message. Select **'Start booking now'**



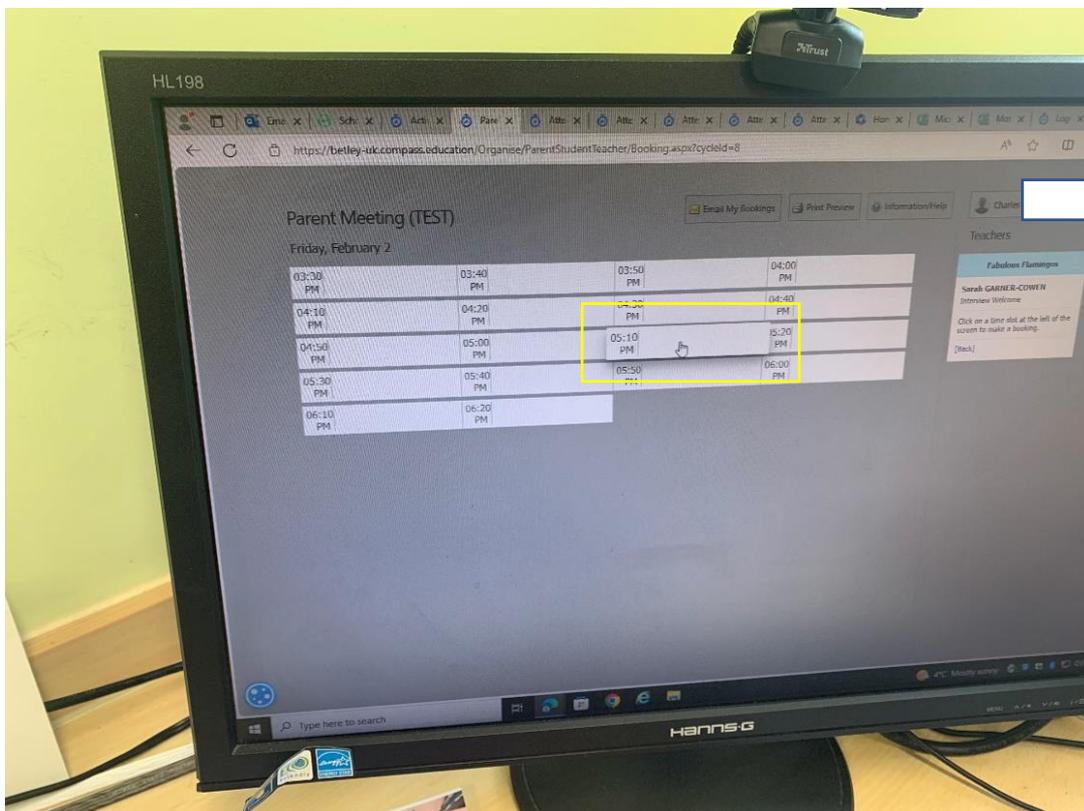
Select your desired **Timeslot**



Select the class teacher from the right-hand side of the screen



Re-select your desired Timeslot



Confirm booking by pressing **'OK'**

