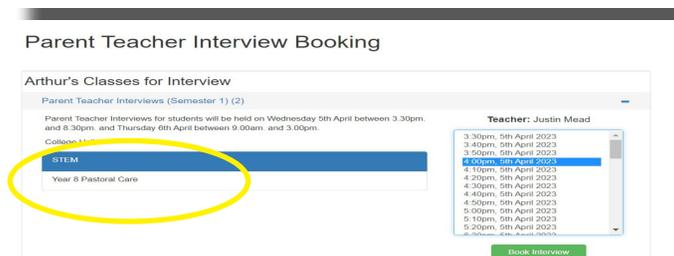


How to book Parent/Teacher Interviews

1. Go to PAM and click on 'Parent Teacher Interviews'.

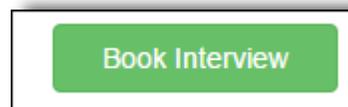


2. Select one of your child's classes.



3. You will now see available sessions for the interview. Click on the session you wish to attend.

Click 'Book Interview'.



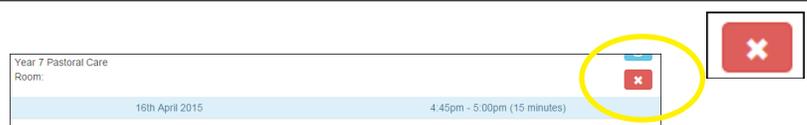
4. An appointment has now been set for your child.

Repeat steps 2 - 3 to book a session with another subject teacher.

If you have more than one child enrolled at the College, repeat Steps 1 - 4 to book for the next child.

How to cancel an appointment

1. Click on 'x' to cancel your appointment.
2. You can now book another appointment.



How to print your appointment

1. When you have finished booking, click  to print.



2. Select 'Group Interviews by:' or Then click:

3. You can now print or save a copy of your booking.

To Print - right click on the report and select print.

To Save - click 'download here' above the displayed report.

