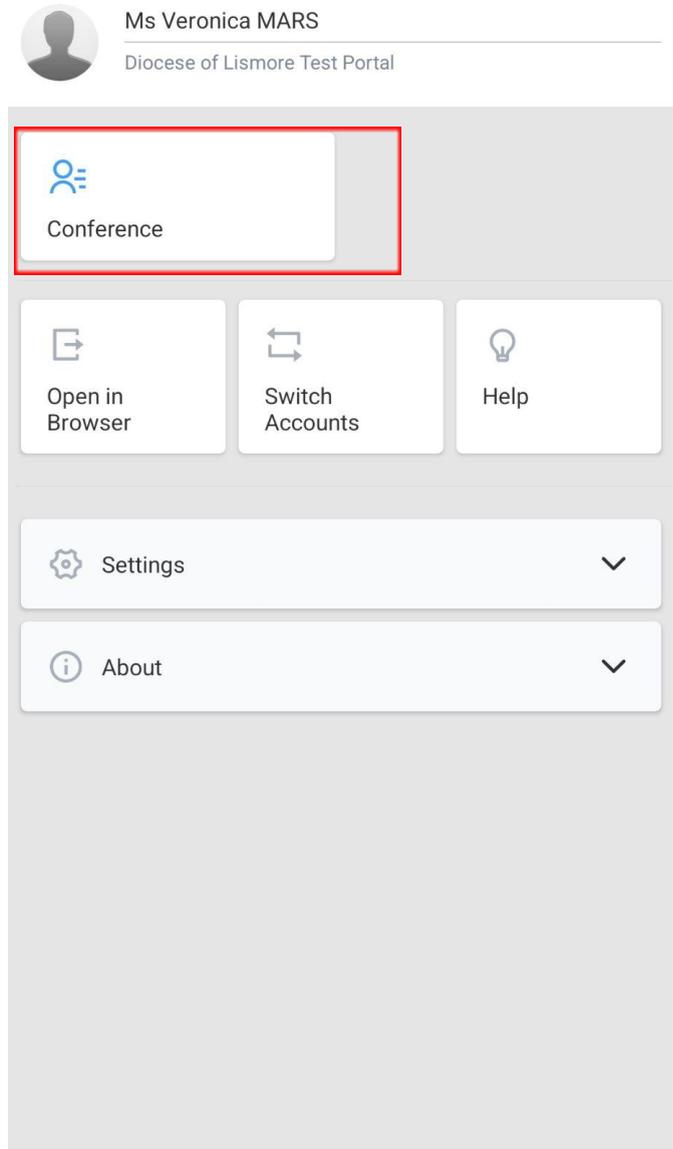
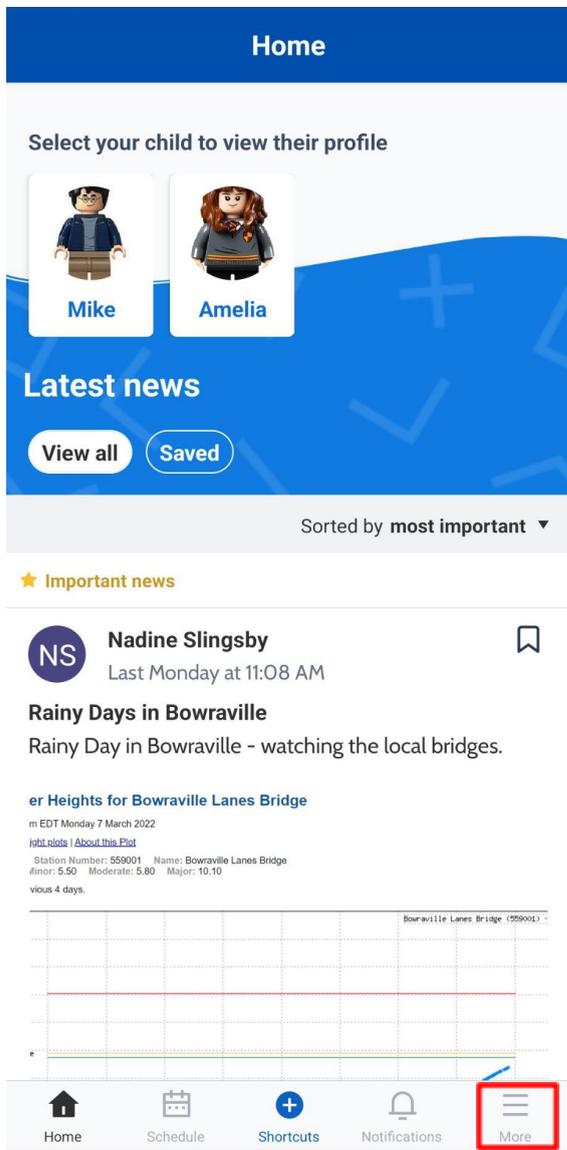


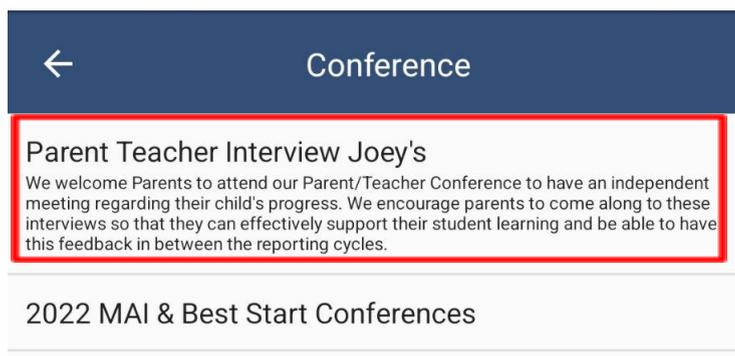
Making Conference Bookings Using the Mobile App

In order to book in with the teachers at your students' school for Conferences using the Compass app on an apple device you will first need to login using your parent login credentials.

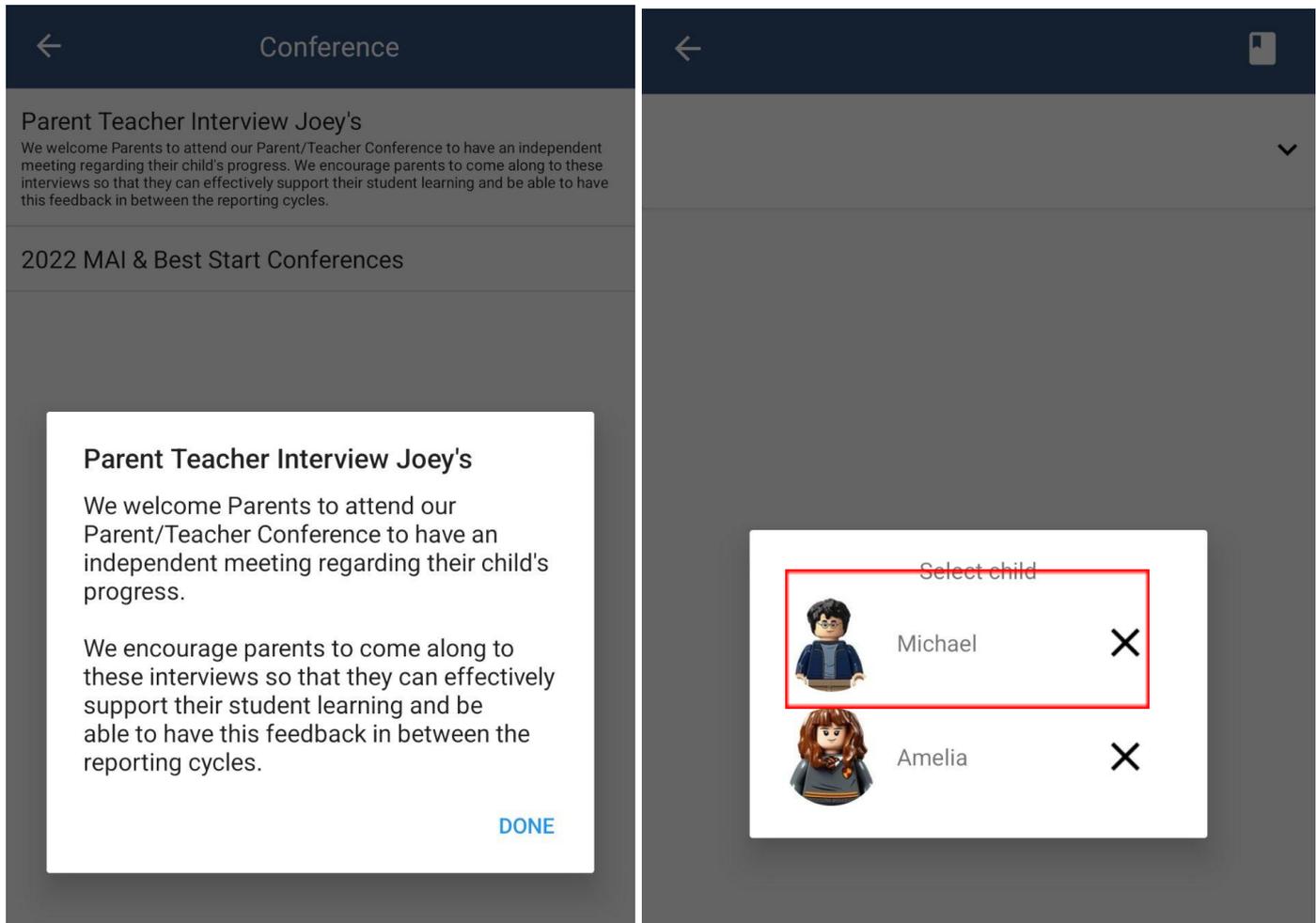
From the homepage click the hamburger menu button "More" at the bottom right (three horizontal bars) and then select the 'Conferences' tile from the screen that opens.



You can then see all Conference cycles that the school has made available to parents and that one of your students is associated with. To start the booking process click on the conference cycle you'd like to book for.



Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Done' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.



This will show you a summary of all the teachers you can book with for the student you selected. Under the teacher's name will be the reason for the booking - this can be a class code and name or a reason the school has entered if the teacher does not teach your student. Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below the parent has not yet booked in with Michael's teacher - Allen McDonald. To book in with Allen McDonald the parent can just click in the box indicated where the Interview is Welcomed.



This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 4:50 PM in the screenshot below.

Prefect Interview	
TUESDAY, MAY, 30	
04:10 PM	
04:20 PM	William DEUCE for 01GEN_01B - Year Generalist
04:30 PM	Shawna REEVE for 02GEN_02A - Year 2 Generalist
04:50 PM	
05:10 PM	
05:20 PM	
05:30 PM	
05:40 PM	
05:50 PM	
06:10 PM	
06:20 PM	
06:30 PM	
06:40 PM	

Prefect Interview	
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04:10 PM	
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05:20 PM	
05:30 PM	
05:40 PM	
05:50 PM	
06:10 PM	
06:20 PM	
06:30 PM	
06:40 PM	

This will open a booking popup. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected. If the school has an interpreter available, you will be given the option to select it at this step. Please keep in mind these options are set by your school and indicate the languages of the interpreters that your school will have available on the day. If you do not see an option available that you require please speak with your school. Once you click 'Confirm Booking' you will see your booking on the schedule in a slightly darker green with the text bolded. Click the 'Back' button at the top left to go back and make more bookings, or review all your bookings.

Wednesday, July, 13	
03:30 PM	
03:40 PM	
03:50 PM	
04:00 PM	
04:10 PM	
04:20 PM	
04:30 PM	
04:40 PM	
04:50 PM	
05:30 PM	

Reason: Year 3

Student: Michael Mars

TimeField: Wednesday 13/07
04:20 PM

Staff Member: Allen MCDON.. ▾

Confirm Booking

Wednesday, July, 13	
03:30 PM	
03:40 PM	
03:50 PM	
04:00 PM	
04:10 PM	
04:20 PM	Allen MCDONALD for Year 3
04:30 PM	
04:40 PM	
04:50 PM	
05:30 PM	

From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in yellow in the image below, in order to switch to one of your other students and complete the booking process for the teachers available for them. To see all of your bookings click the little bookmark icon at the top right, highlighted in red in the image below. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.



For any issues or questions with the booking process or the teachers you are able to book in with, please speak with the staff at your student's school.