The following guide will instruct you on the process needed to book an appointment through Schoolzine's Session Keeper System. You will also be able to cancel your booking and rebook if required.

Demo School	Demo School
Delease enter your email	Dassword Setup Required
Email	
Example@gmail.com	Click Send to receive an email and setup your password.
Login	Back Send
. Navigate to the Session Keepe	r URL, enter 2 Click Send to receive an em

1. Navigate to the Session Keeper URL, enter your **Email Address** and select **Login**.

2. Click **Send** to receive an email and set up your password.

If you are booking for a student you will see your linked children.

You can also add children if they are not already in the system. To do this you will need to click the **Add Student** button, enter in your child's **First Name** and **Last Name** then click **Save**.

				0
ect Student	Select Staff	Select Times	Review Times	Success
John Smith				
070				
				Add Student Save & Con

3. Select all of the relevant Staff members that you would like to book a session with and select **Next** from the bottom right corner.



4. Select the time of your booking from the list (for all of your relevant teachers) and then select **Next. NOTE:** Already booked and unavailable sessions will be greyed out from the list.

\varTheta Master Yoda _{dU} / Muths	✓ 1 SELECTED TIMES
3 24 Sep 2018	🛗 🖸 🛓 Master Yoda (48/ Maths) 🔹 О
200 00 AM 200 00 AM 200 00 AM 200 10:20 AM 200 10:55 AM	25m 11:30 AM © 03:35 PM (25 Mins)
55m 52:05 PM 552:40 PM 55m 01:15 PM 55m 01:50 PM 55m 02:25 PM	ISM 03:00 PM
^{45m} 03:35 PM ^{45m} 04:30 PM	

5. Review your appointment information and add any notes, if relevant, before pushing Next to confirm your bookings.

Master Yoda 4B/ Maths	
 iii Locked iiii Monday, 24 Sep 2018 iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	
Add note for booking: I might be running a few minutes late Penny	

Back Next

6. Your Booking is complete! You will receive a confirmation email to your nominated email address.

The confirmation email also includes links should you need to modify or cancel your booking.

	Select Times	Review Times	Succes
	Your book	ing is complete!	
A Martin Vinta			
4B/ Moths			
Approved 2			
Monday, 24 Sep 2018			
③ 3:35 PM (25 mins)			
	or late Depart		

Printing and Adding to Calendar

Whilst logged in please follow the following steps:

- 1. Click on **Account** in the top right corner.
- 2. 3. Select My Bookings.
- Then click on either **Print** or **Add to Calendar**.

Demo School	SESSIONS	
My Bookings	-	MY DETAILS
	M	IY BOOKINGS
All Sessions All Statuses Show Past Bookings Print Add To Calendar		LOGOUT
Teacher One		
Z Approved		
Wednesday, zz May 2019		
Might be 1 minute late.		
C Edit Cancel booking		