



Parent Booking Guide

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.

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


**Demo School**


 **Please enter your email**

Email

Login

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

**Demo School**


 **Password Setup Required**


Click Send to receive an email and setup your password.


BackSend


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.

☐ Select all Staff

**Master Yoda**
4B/ Maths
✓ Selected

**Clark Kent**
5K/Science Teacher
55 Available Times

**Bruce Wayne**
3B/Arts
60 Available Times

1 SELECTED STAFF
Master Yoda (4B/ Maths) 

viewing 1 - 3 of 3

Next

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.

Master Yoda
4B/ Maths

24 Sep 2018

25m 08:00 AM

25m 09:10 AM

25m 09:45 AM

25m 10:20 AM

25m 10:55 AM

25m 11:30 AM

25m 12:05 PM

25m 12:40 PM

25m 01:15 PM

25m 01:50 PM

25m 02:25 PM

25m 03:00 PM

25m 03:35 PM

25m 04:10 PM

1 SELECTED TIMES

Master Yoda (4B/ Maths)

Monday, 24 Sep 2018

03:35 PM (25 Mins)

Back

Next

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

 Master Yoda
4B/ Maths

Locked

Monday, 24 Sep 2018

3:35 PM (25 mins)

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.


✓ Staff

✓ Select Times

✓ Review Times

✓ Success

Your booking is complete!

 Master Yoda
4B/ Maths

Approved

Monday, 24 Sep 2018

3:35 PM (25 mins)

I might be running a few minutes late. - Penny

My Bookings