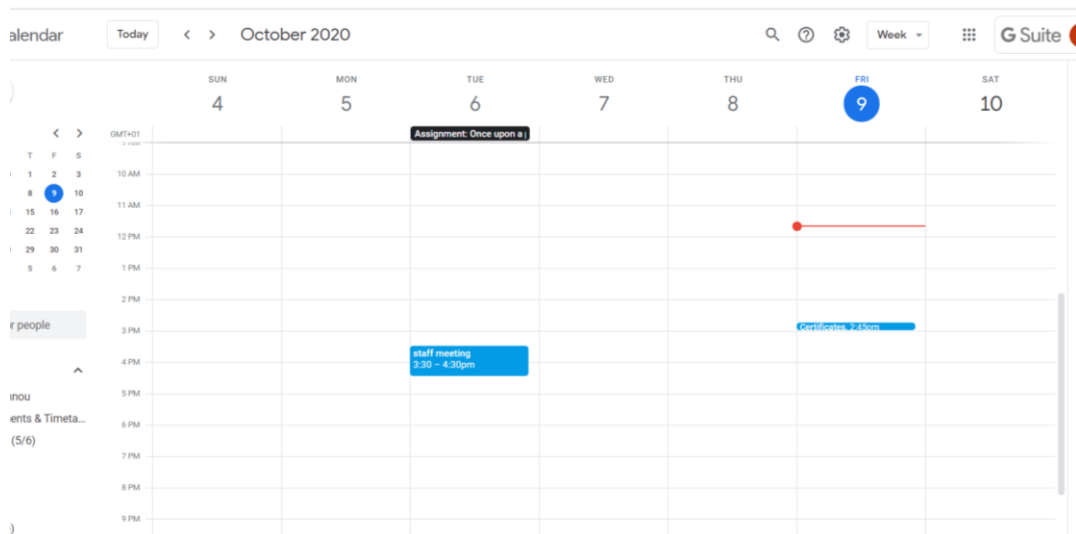
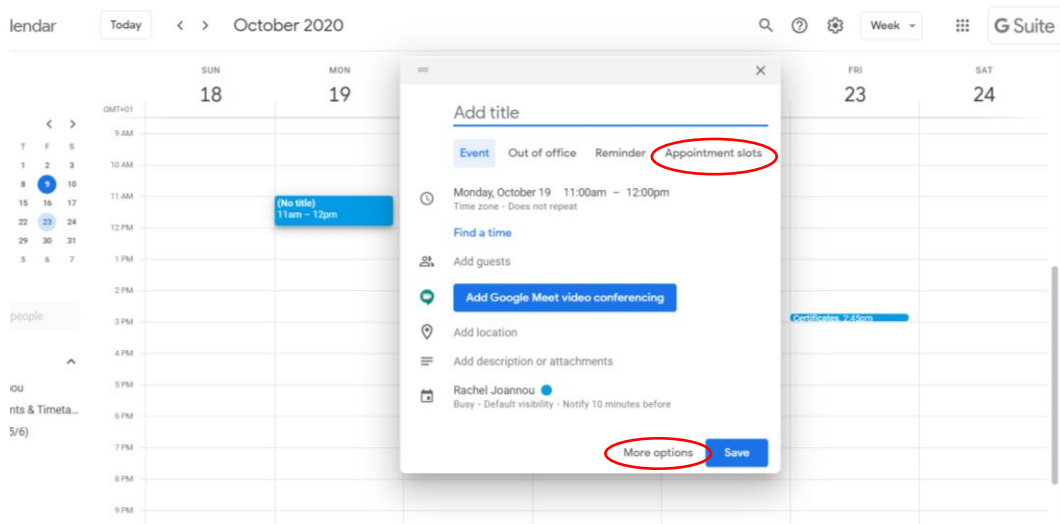


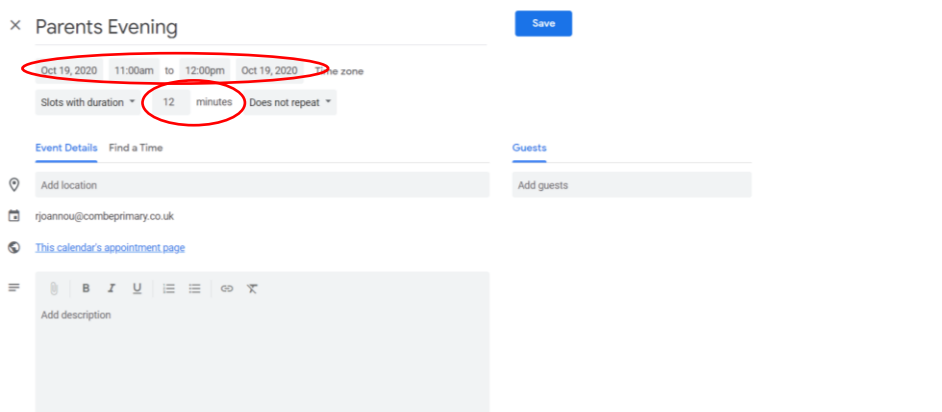
Open your Google Calendar.



Click on the calendar to add an event. When the box appears, click 'appointment slots' and then click 'more options'.



Choose the date, start and end time and the duration of the appointment slots.



I set up all the appointment slots for each class so needed to add the class teacher as a 'guest' so that the appointments would then appear on their calendar once booked.

Parents Evening [Save]

Oct 19, 2020 3:00pm to 7:00pm Oct 19, 2020 Time zone

Slots with duration 12 minutes Does not repeat

Event Details Find a Time

Add location

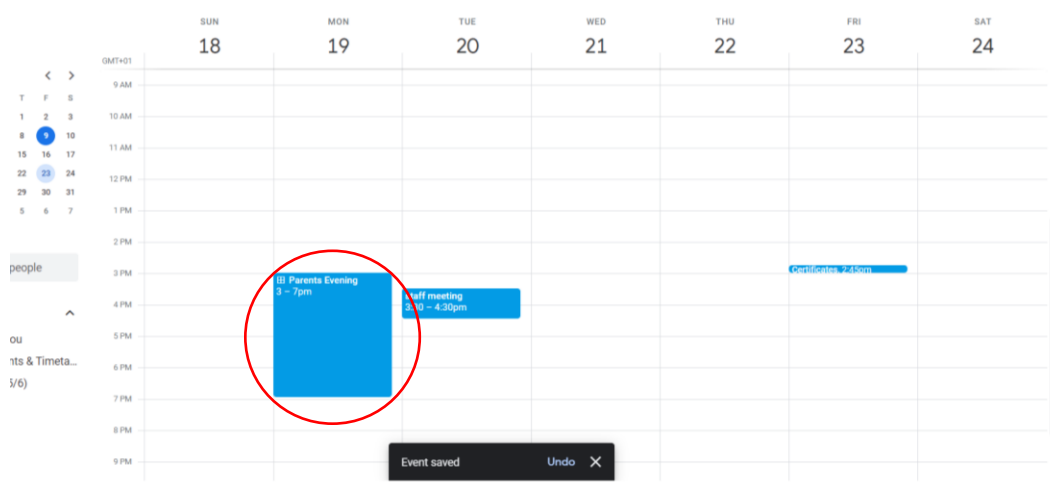
Guests: classteacher@combprimary.co.uk

rjoannou@combprimary.co.uk

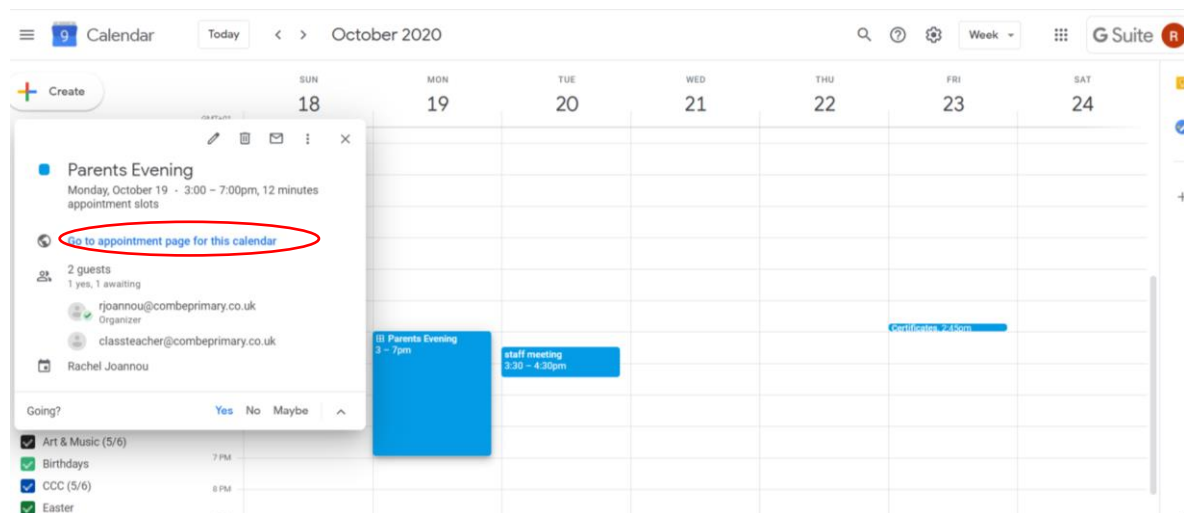
This calendar's appointment page

Add description

The event will appear on the calendar.



Click on the event so that the box below pops up. Click on 'Go to the appointment page for this calendar'.



Send the link to parents so that they can book. Separate attachment explains this.

The screenshot shows a Google Calendar interface for appointment booking. The URL in the browser's address bar is calendar.google.com/calendar/u/0/selfsched?stoken=UUSNRnBMAgFwRTY2IGRlZmF1bHR8MzQxZTk5ZDZlYzdhZGJlZjZlZDU2ZmRlM1dmYz00IQ, which is circled in red. The calendar view is for the week of October 4-10, 2020. The time slots are empty, and a message in the center states: "There are no appointment slots available in the time range shown. Next available appointment slot on Oct 12, 2020." The user's email address, rjoannou@combeprimary.co.uk, is visible in the top right corner.