## **Instructions for Booking Parent-Teacher interview Time slots**

## I. SchoolsBuddy Login

1. Please go to school website to access the SchoolsBuddy. Or you can click the link: https://caisbv.schoolsbuddy.net/



2. Please login your SchoolsBuddy account. If you forget the password, please click the link at the bottom for "Forgotten Password".

	CHRISTIAN ALLIANCE INTERNATIONAL SOIGOL 11 # # ## # #			
	Login			
	Email			
	Email			
	Password			
	Password			
	Remember me for 30 days (do not select for shared computers)			
	Login			
	Cancel			
	Forgotten Password?			

## **II. Booking Process**

3. Please click "Activities, Clubs & Bookings".

Welcome						
Dear Parents.						
Velcome to Scho	olsBuddy, our soft	vare program t	hat will provide p	arents with ease of acce	ess to:	
<ul> <li>Personalised</li> </ul>	d diary and calend	ar for vour child	Iren			
<ul> <li>Booking of s</li> </ul>	chool trips with co	nsent forms				
<ul> <li>Parent – lea</li> <li>Online com</li> </ul>	cher Interview app munication for sch	ointments ool messages a	nd reminders			
lease check this	te recularly to ke	an UnToDate w	ith all the latest i	formation about CAIS		
lease check this:	site regularly to ke	ep opiobale w	iti i att ti le tatest i	ilomaton about CAIS.		
ilessings,						
Richard Vanderpyl						
read of School						

4. In "Activities, Clubs & Bookings" tab, choose the event to book (e.g. Parent-Teacher Interview) then click "Select".

If you have more than one child, their names will be displayed under Current Selections, choose the child which you want to book for.

	My Calendar 🛆 Messages 🖧 Activities, Clubs & Booking	gs				
Christian Alliance International School						
Type All	Location All      All      C      Filter					
Available to book Tue 08 Oct 19 - Thu 17 Oct 19	Parent-Teacher Interview (Testing) PTI testing for Grade 5 and Grade 10. Date 19 October 2019 (Sat) Testing Sign up Period: 11 Oct (16:00 pm) - 17 Oct 2019 (16:00 pm)	Current Selections Current Selections C Setect				

5. Choose the time slots for the teachers you would like to book.

Once you click the time slot, the right side will show this time slot is "**Reserved only...**". After you choose the time slots for different teachers, you MUST click the right upper button "**Check availability**". It will then direct you to the page to confirm the bookings.



6. The page will display all your bookings. You MUST click the "Book" button again to complete your booking. Please do not worry that there will be no fee to charge.

					Support My Account L	gour ngusi
CHRSTIAN ALLIANCE INTERNITORE SCHOOL	යා Home	🗏 My Calendar 🛛 🖓 🕅	essages -& Activities. Clubs & Bookings			
Parent-Teacher Interview (Testing) PTI testing for Crade 5 and Crade 10 Date 10 October 2019 (Sal) Testing Sign up Period 11 Oct 1t8 00 pm) - 17 Oct 2019 1t8 00 pm) Period From 19-Oct-19 To 19-Oct-19						
Confirm Booked E	Confirm Booked Events Featly Add More					
Date	Day	Time	Event(s)		0.158/0324	
19 Oct 2019	Sat	08:15 - 08:30	Parent Teacher Interview (Testing) (K. Tang Phy Edu 05 PTI (testing))	Free/ No Charge		
19 Oct 2019	Sat	08:30 - 08:45	Parent Teacher Interview (Testing) (A. Yates Music 05 PTI (testing))	Free/ No Charge		
19 Oct 2019 19 Oct 2019	Sat Sat	08:30 - 08:45 08:45 - 09:00	Parent Teacher Interview (Testing) (A. Vates Music op PTI (testing)) Parent Teacher Interview (Testing) (S. Cheung Art op PTI (testing))	Free/ No Charge Free/ No Charge		
19 Oct 2019 19 Oct 2019 19 Oct 2019	Sat Sat Sat	08:30 - 08:45 08:45 - 09:00 09:15 - 09:30	Parent Teacher Interview (Testing) (A. Yatas Music og PTI (testing)) Parent Teacher Interview (Testing) (S. Cheung Art og PTI (testing)) Parent Teacher Interview (Testing) (R. Leung Homeroom og PTI (testing))	Free/ No Charge Free/ No Charge Free/ No Charge		
19 Oct 2019 19 Oct 2019 19 Oct 2019	Sat Sat Sat	08:30 - 08:45 08:45 - 09:00 09:15 - 09:30	Parent Teacher Interview (Testing) (A. Yakes Music os PTI (testing)) Parent Teacher Interview (Testing) (S. Cheung Art os PTI (testing)) Parent Teacher Interview (Testing) (R. Leung Homersom os PTI (testing)) Total to pay now	Free/ No Charge Free/ No Charge Free/ No Charge Free/ No Charge		

7. If you successfully complete your bookings, you will see the below confirmation message and an email confirmation will be sent to your account.

	ය Home	🛾 My Calendar	🖸 Messages	Activities, Clubs & Bookings				
Bookings								
Your bookings have t	been confirme	d and an email conf	irmation has been	sent.				

8. The confirmed bookings will be displayed at the **My Calendar** page too. If you have any difficulties in booking, please contact the school office.

CHRISTIAN ALLIANCE NIERWEIDAU SCHOOL CHRISTIAN ALLIANCE	🖻 My Calendar 🛛 Messages	-&; Activities, Clubs & Bookings	
Calendar From 11/October/2019	To 11/November/2019	Include Declined	
« < 1 > »			r
Date SAT	<b>Time</b> 08:00 - 08:15	Details           counseling booking (testing) - Parent Teacher Interview (Testing)           Parents Evening @ Attrum 5/F	
4-5 OCTOBER	0815 - 0830	K. Tang Phy Edu os pTI (testing) - Parent Teacher Interview (Testing)	All confirmed
	08:30 - 08:45	A. Yates Music of PTI (testing) - Parent Teacher Interview (Testing)     A. Yates Music of PTI (testing) - Parent Teacher Interview (Testing)	bookings will be shown under <b>My</b>
	08.45 - 09.00	Attending Attending S. Cheung Art os PTI (testing) - Parent Teacher Interview (Testing)	Calendar tab.
		Parents Evening @ - Attending	<b>3</b>   Page