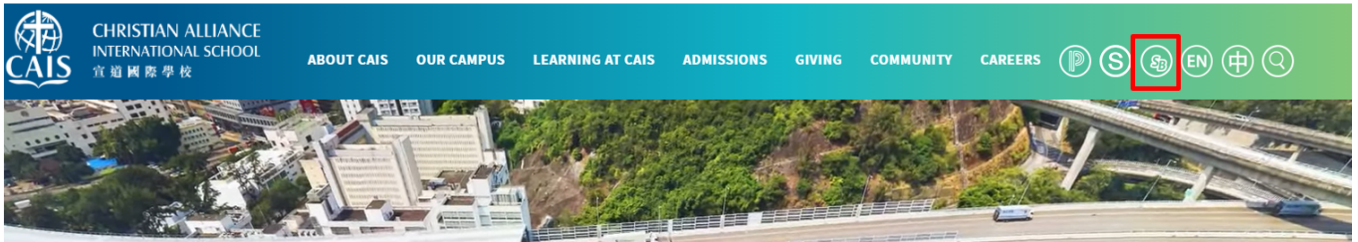


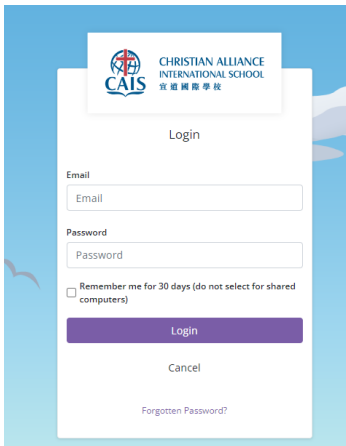
# Instructions for Booking Parent-Teacher interview Time slots

## I. SchoolsBuddy Login

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

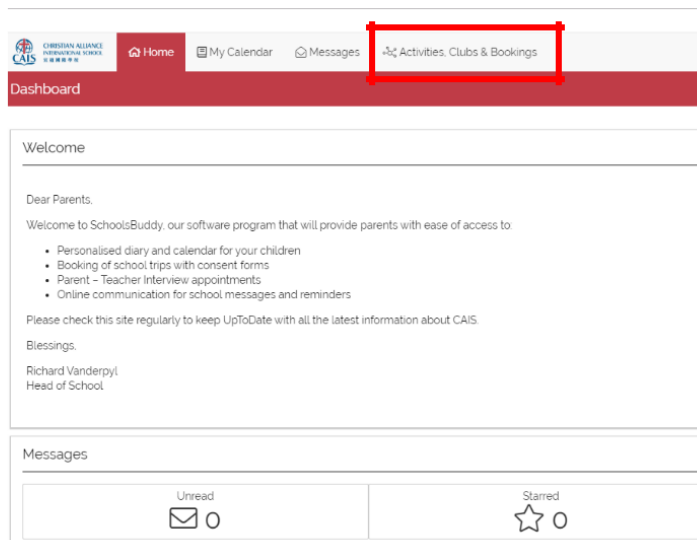


2. Please login your SchoolsBuddy account. If you forget the password, please click the link at the bottom for “Forgotten Password”.



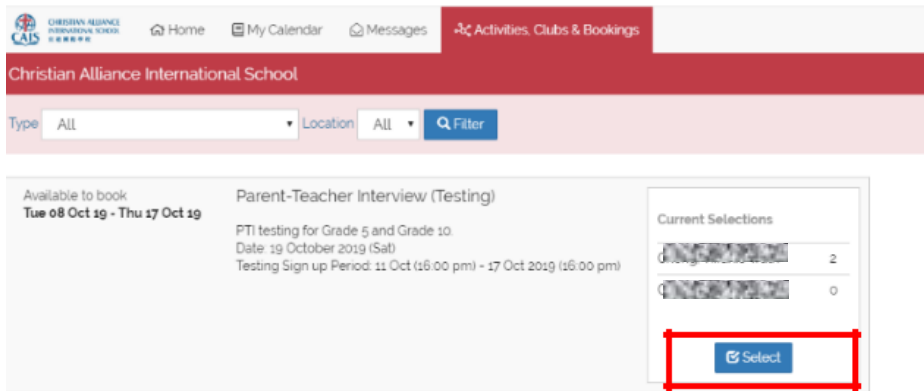
## II. Booking Process

3. Please click “Activities, Clubs & Bookings”.



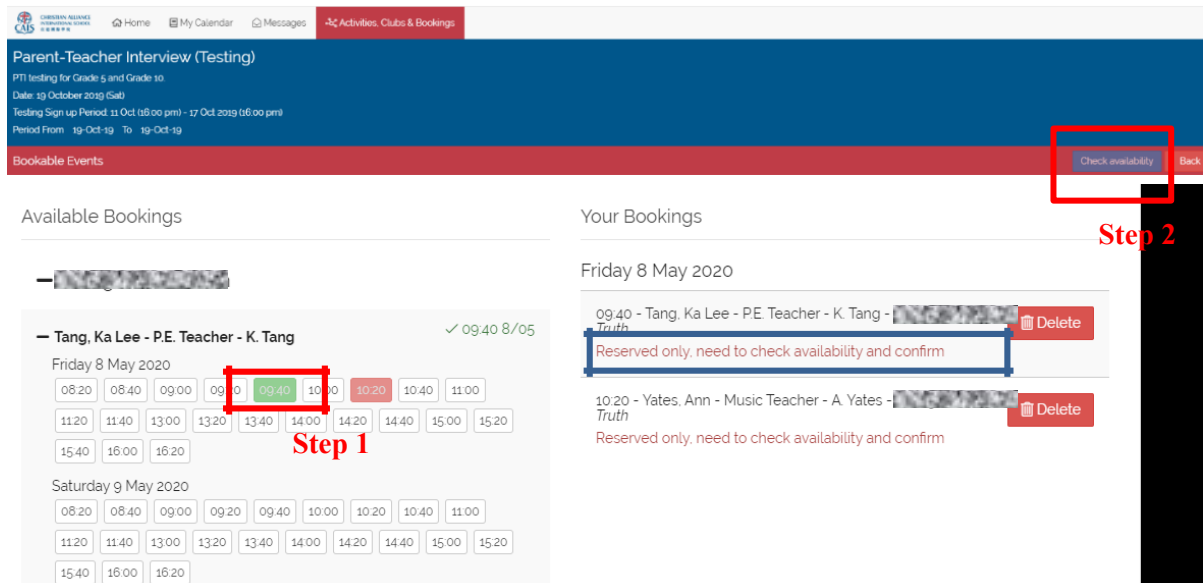
- In “Activities, Clubs & Bookings” tab, choose the event to book (e.g. Parent-Teacher Interview) then click “Select”.

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



- 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.

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)  
 Period From: 19-Oct-19 To: 19-Oct-19

| Date             | Day | Time          | Event(s)  |                 |
|------------------|-----|---------------|---|-----------------|
| 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      | Sat | 08:45 - 09:00 | Parent Teacher Interview (Testing) (S. Cheung Art 05 PTI (testing))     | Free/ No Charge |
| 19 Oct 2019      | Sat | 09:15 - 09:30 | Parent Teacher Interview (Testing) (R. Leung Homeroom 05 PTI (testing)) | Free/ No Charge |
| Total to pay now |     |               |   | Free/ No Charge |

**Book**

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

Bookings

Your bookings have been confirmed and an email confirmation 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.

My Calendar

Calendar

From: 11/October/2019 To: 11/November/2019

| Date                 | Time          | Details   |
|----------------------|---------------|---|
| SAT<br>19<br>OCTOBER | 08:00 - 08:15 | counseling booking (testing) - Parent Teacher Interview (Testing)<br>Parents Evening @ Atrium 5/F - Attending |
|                      | 08:15 - 08:30 | K. Tang Phy Edu 05 PTI (testing) - Parent Teacher Interview (Testing)<br>Parents Evening @ - Attending        |
|                      | 08:30 - 08:45 | A. Yates Music 05 PTI (testing) - Parent Teacher Interview (Testing)<br>Parents Evening @ - Attending         |
|                      | 08:45 - 09:00 | S. Cheung Art 05 PTI (testing) - Parent Teacher Interview (Testing)<br>Parents Evening @ - Attending          |

All confirmed bookings will be shown under My Calendar tab.