

Parent/Teacher Conferences

RSS Booking Form: How-To

The screenshot shows the RSS Booking Form for Revelstoke Secondary. At the top, it displays the school logo and name. Below that, it shows the current booking period: "Parent/Teacher Bookings: March 6th, 1pm-4pm". A calendar for March 2019 is visible, with the 6th highlighted. A "Select staff (optional)" dropdown menu is set to "Anyone". A time slot grid shows available times from 1:00 pm to 2:50 pm. Below the calendar and time slots, there is a section for "Add your details" with fields for Name, Email, and Phone number (optional). The "Provide additional information" section includes a text area for the student's name and a checkbox for "CLICK HERE" which links to a confirmation page. A "Book" button is at the bottom of the form.

1

Use the calendar to navigate to March 6th, 2019

2

Use the drop-down menu to select a specific teacher.

3

Pick a time to meet with your selected teacher.

With 'travel time' between appointments, meeting length is approximately 7 minutes. If you require additional time (e.g. A second student for the same teacher), you may make a second booking.

4

Fill in your details.

A booking confirmation will be sent to this email address, allowing you to confirm times, change a booked time, or cancel an established booking.

5

Complete the rest of the form and book your appointment.

Please repeat this process for each booking.