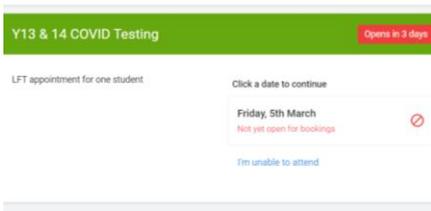


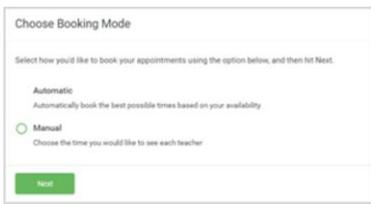
## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide. You will need to log in for each child you have at the academy to access the relevant year group test appointment booking.

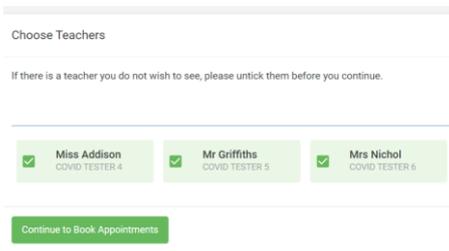


## Step 2: Select the year group to book



## Step 3: Select Booking Mode

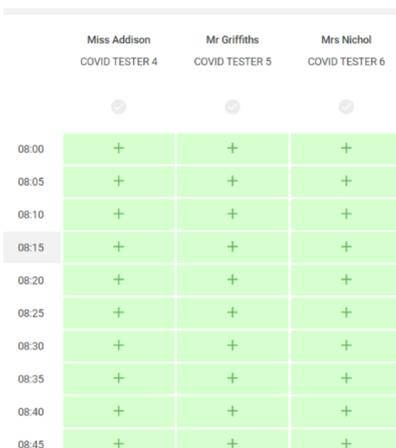
Choose **Manual** to select an appointment time of your choosing and click 'Next'



## Step 4: Choose Teachers

On this page click 'Continue to Book Appointments'.

It is important to note, the staff name listed is not the actual 'tester' – do not untick any staff names or you will have a reduced amount of available slots to book.



	Miss Addison COVID TESTER 4	Mr Griffiths COVID TESTER 5	Mrs Nichol COVID TESTER 6
08:00	+	+	+
08:05	+	+	+
08:10	+	+	+
08:15	+	+	+
08:20	+	+	+
08:25	+	+	+
08:30	+	+	+
08:35	+	+	+
08:40	+	+	+
08:45	+	+	+

## Step 5: Book Appointments

Click any of the green cells to make an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and select delete.

As mentioned above, It is important to note, the staff name listed is not the actual 'tester' – it does not matter which staff member you select as it is the appointment time only that you are booking.

As soon as you have clicked on your appointment it is booked, you will receive an email of the confirmed time.



## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent.

To change your appointments, click on *Amend Bookings*.