

Adding a Guest (Other Parent) to a Booking

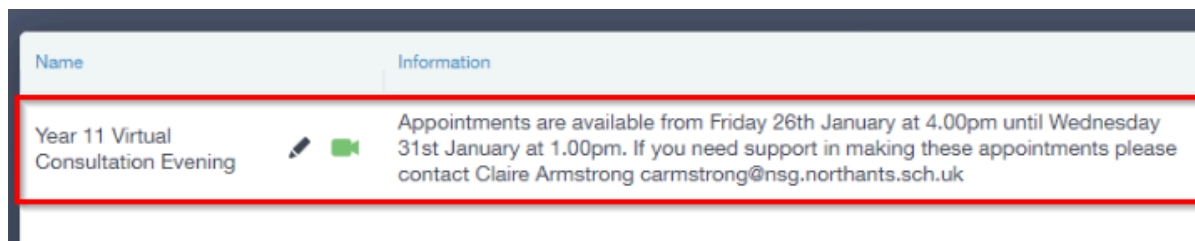
This only allows parents to add **one** guest per parent event. Teachers and admin staff **cannot** book a guest for a parent.

Parents can add another parent or a person with parental responsibility to their bookings for consultation evening. The other parent or person with parental responsibility *must* have an Edulink One account to add them. Only a parent can add a guest to a Consultation Evening; the school staff cannot do it for them.

Firstly, the person booking should log in to Edulink One and select the Consultation Evening icon.

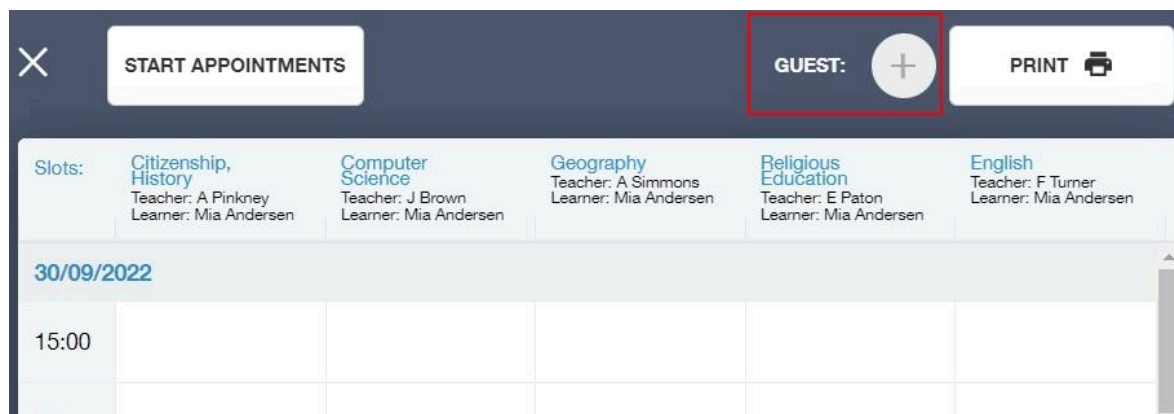


Then, they should click on the event to book time slots for the consultation evening.



Northampton School for Girls - Consultation Evening - Guest Mode instructions

Once the parent has made their bookings as above, they can select whether they would like to add a 'Guest' to the booking by clicking the 'Guest: +' button at the top of the table.

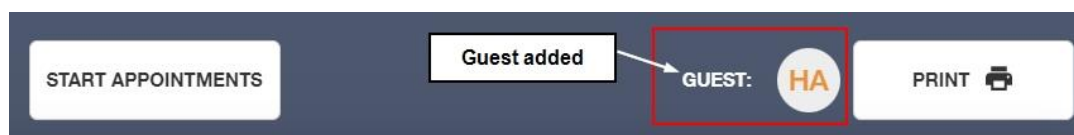


Booking Parent's View

A new window opens and you can select the guest from the dropdown menu. Only guests with **parental responsibility** and an **EduLink One account** will have this ability. Click 'Save' to add the guest.

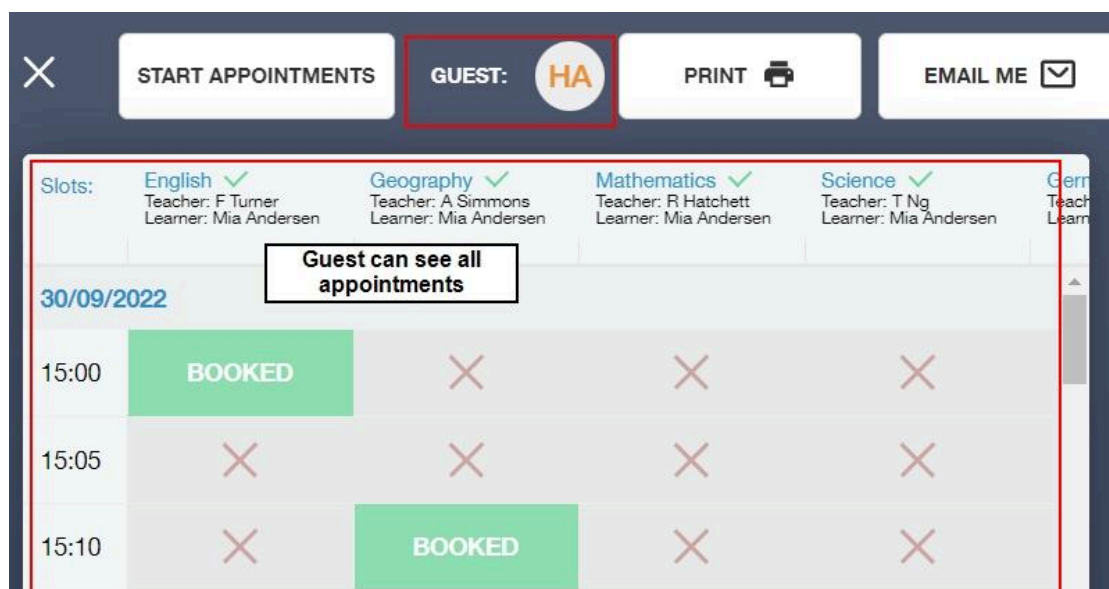


The guest's initials will appear next to 'Guest' at the top of the booking table. Your guest will be able to see all of the bookings made. However, they **cannot make bookings for themselves**.



Northampton School for Girls - Consultation Evening - Guest Mode instructions

To view the appointments that the booking parent has made, the guest must log in to their Edulink One account, click on the Consultation Evening icon and select the appropriate consultation event.



Guest View

If the guest decides they do not want to join the consultation evening or they want to make bookings for themselves, they can delete their guest status by clicking on their initials at the top of the window. Then they can click the bin icon to delete themselves as a guest.

ADD A GUEST ×

Mr Hugo Andersen ▼ 🗑️

CANCEL SAVE

If the other parent has made the bookings, the guest cannot 'delete' themselves and try to add the other parent as a guest. ***The parent or carer that made the bookings first must be the one to add the guest.***

Joining a Parent Event

Both parents can join the meeting by clicking on the event and then on the 'Start Appointments' button in the top left corner. This is particularly useful if parents are joining from two locations. They need to wait in the video conference 'waiting area' until the teacher starts the appointment.

Time	Teacher	Parent	Parent and guest visible	Subject	Learner	Duration
15:00	Mrs F. Turner	Mrs Lotta Andersen % Mr Hugo Andersen		English	Mia Andersen	5 Minutes

The owner of the account will appear in the top right window and will be labelled 'Me'. On the large screen, the teacher will appear on one side and the other parent (or guest) will appear on the other. Each window will be labelled with the name of the person in the video.

Year 9 Parent Event

Your next appointment starts in 2 hours 46 minutes 45 seconds with Mrs F. Turner.

The screenshot shows a video conference interface. At the top, a status bar indicates the next appointment starts in 2 hours 46 minutes 45 seconds with Mrs F. Turner. Below this is a large black area representing the video feed. It contains two large rectangular windows, each labeled 'Teacher or Parent' in the top left corner. To the right of these is a smaller window labeled 'Me' in the top left corner, showing a blurred image of a person. A label 'The account holder is 'me'' points to this window. Below the video area are three circular icons: a red phone handset, a video camera, and a microphone. At the bottom is a table with the same structure as the one above.

Time	Teacher	Parent	Subject	Learner	Duration
15:00	Mrs F. Turner	Mrs Lotta Andersen % Mr Hugo Andersen	English	Mia Andersen	5 Minutes

You simply need to wait for the next appointment and the teacher for that class will start it.