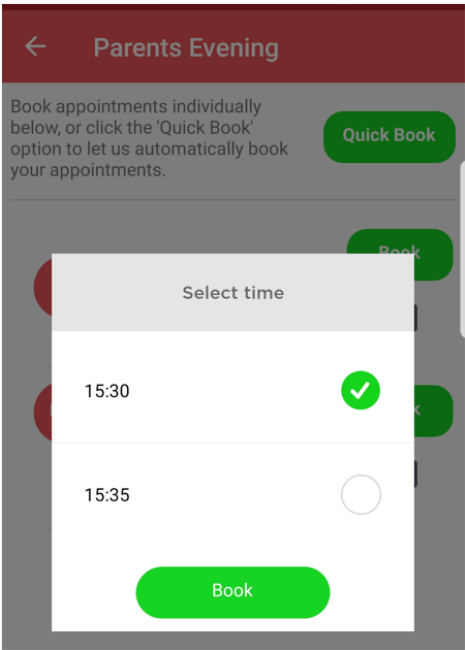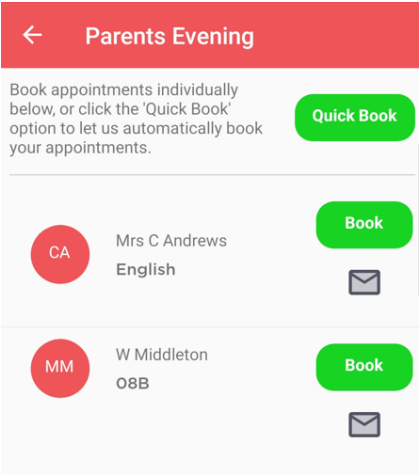# Booking Parents Evening Appointments Using the MCAS App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those staff available to you, select the one you wish to **Book** and click the **Book** button.
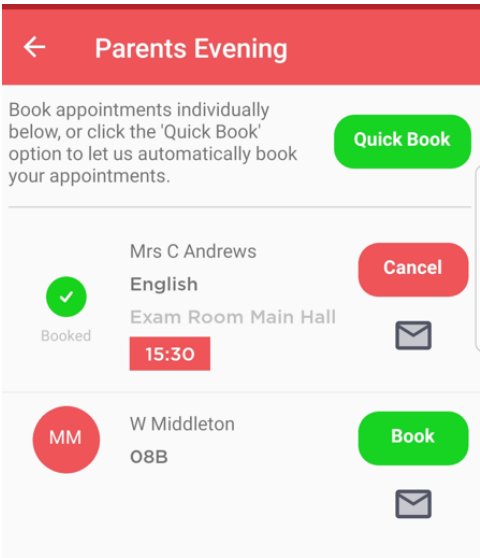

The app will display a list of times that the teacher is available. Select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.

The selected **Appointment** will now display as **booked**, with the selected **Time**,
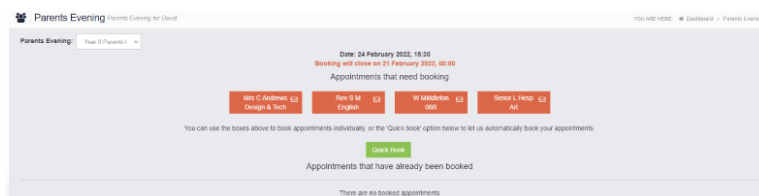
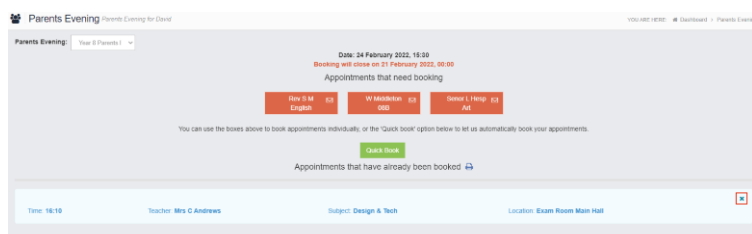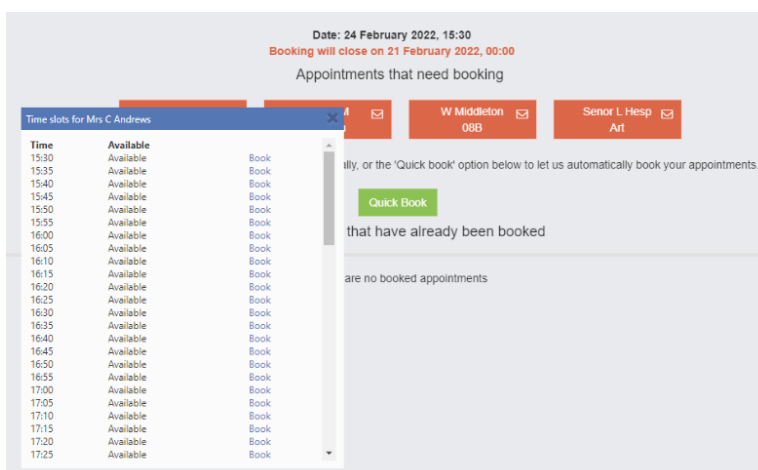You can **Cancel** it by clicking the **Cancel** button.

Booking Parents Evening Appointments

Using the Parent Web Portal

Login to the **MCAS Parent Portal**, from the left **Menu** select the **Parents Evening** option. This will open the **Parents Evening** page displaying **Appointments** that can be booked.

The available **Appointments** are displayed in red **Blocks**, click on a **Block** to **Book** your **Appointment**. Then from the listed **Times** click on the word **Book** to the right.

The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again. If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**. When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.