



School Appointments - Parent Instructions

1. Go to our school appointments web site for your school.
www.mcmath.schoolappointments.com
2. **All accounts are reset each school year.** Register for an account by clicking the "REGISTER" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "Register Now" button.
3. Add your children into the system by clicking the "Add a Student" button. Click "Insert" button to add more children.
4. Click the "Book Appointments" icon beside each child's name to schedule appointments. 
5. Select the staff you wish to book appointments with. Use the "Ctrl" or "Command" key to select multiple staff to view at the same time. 
6. Then click the "View Calendars" button.
7. Click on available time slots to book your appointments to make your bookings.
8. Click "Manage Students" to return to previous page and book for another child or click "View Appointments" to review and "Print appointments" to print if needed.