

## School Appointments - Parent Instructions

1. Go to <https://mcmath.schoolappointments.com/admin/>
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 New" 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.

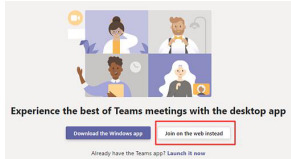
**Book Appointments**



## **Instructions on Joining a Meeting using Teams**

### Option 1: From a computer (You must use Edge or Chrome as your browser)

- 1) Open the Teams meeting link.
- 2) If you are given a choice of how to join the meeting, select “join on the web instead.” **Please note that only Edge or Chrome will work.**



- 3) Enter your first and last name and choose your audio and video settings.
- 4) Click join now when you are ready and this will bring you to a lobby. The meeting host will let you in when it’s your time.

### Option 2: From your smart device (phone/tablet)

- 1) Install the Teams app from the Apple App Store or Google Play Store.
- 2) Click on the Teams invitation link.
- 3) Click “Join as a guest” and type in your name.
- 4) Click Join meeting when you are ready and this will bring you to a lobby. The meeting host will let you in when it’s your time.



## **Instructions on Joining a Meeting using Zoom**

### Option 1: From a computer (You must use Edge or Chrome as your browser)

- 1) Open the Zoom meeting link. If this is your first time using Zoom, an automatic pop up should appear requesting you to download the Zoom desktop. Click download and set up your Zoom profile.
- 2) Enter in your meeting passcode.
- 3) Click Join when you are ready and this will bring you to a lobby. The meeting host will let you in when it’s your time.

### Option 2: From your smart device (phone/tablet)

- 1) Install the Zoom app from the Apple App Store or Google Play Store.
- 2) Click on the Zoom invitation link.
- 3) Enter in your meeting passcode.
- 4) Click Join when you are ready and this will bring you to a lobby. The meeting host will let you in when it’s your time.