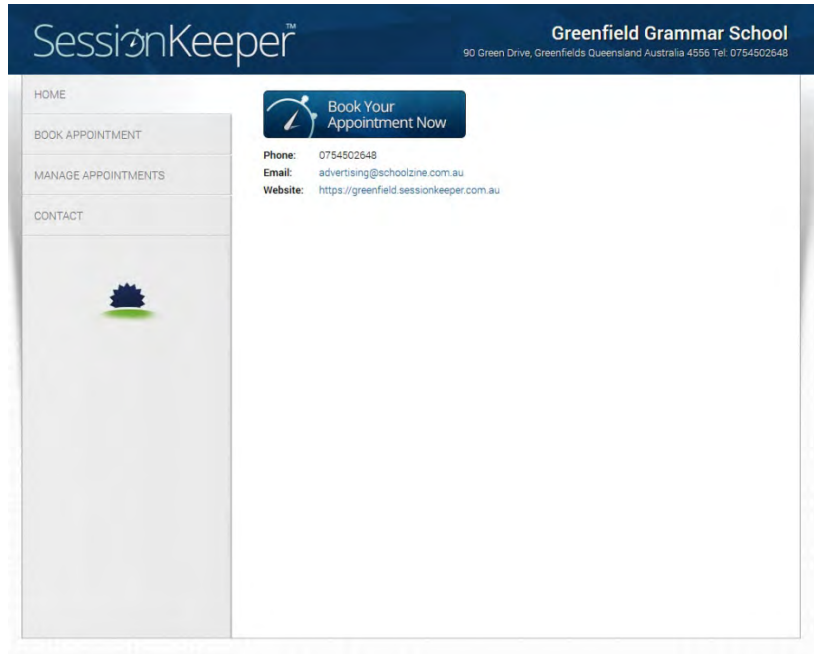


# How to Book Appointments with SessionKeeper

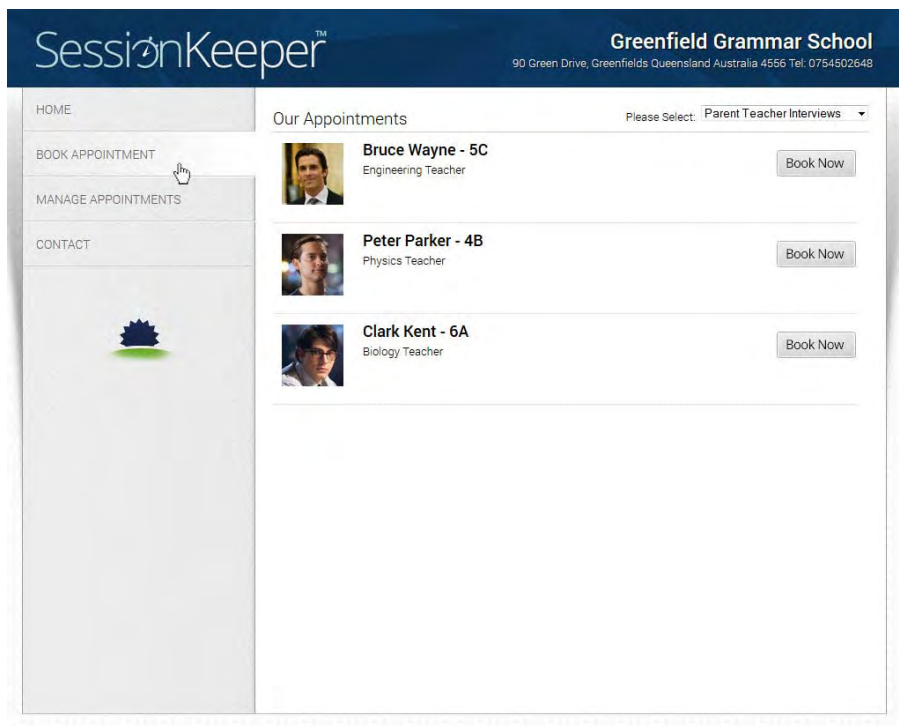
## Step 1: Open SessionKeeper page

Go to your SessionKeeper page via the link provided by your school (an **example** is shown below).



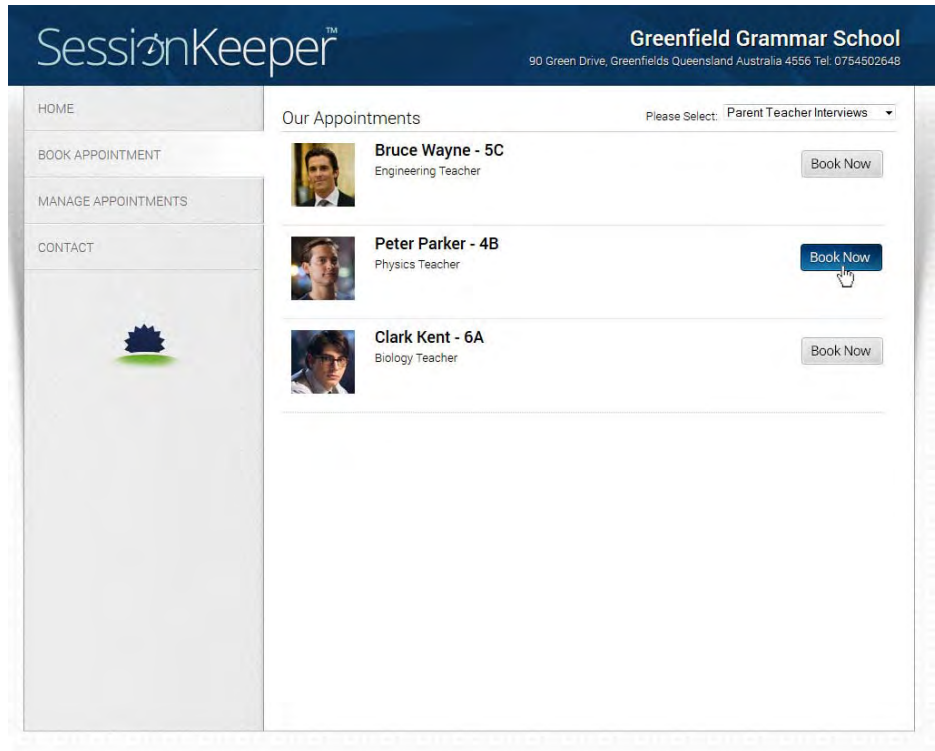
## Step 2: Click Book Appointment

Click on the **Book Appointment** button on the left side panel or the big blue one on the main page and you will see a list of staff members (image below).



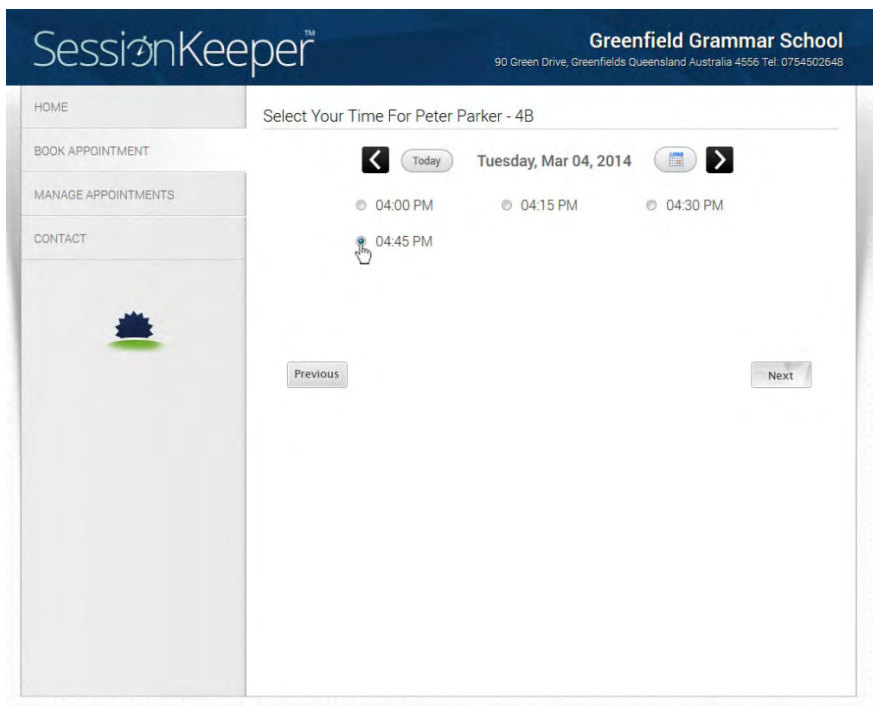
### Step 3: Click Book Now

Click on the **Book Now** button on the right hand side next to the staff member you would like to book with.



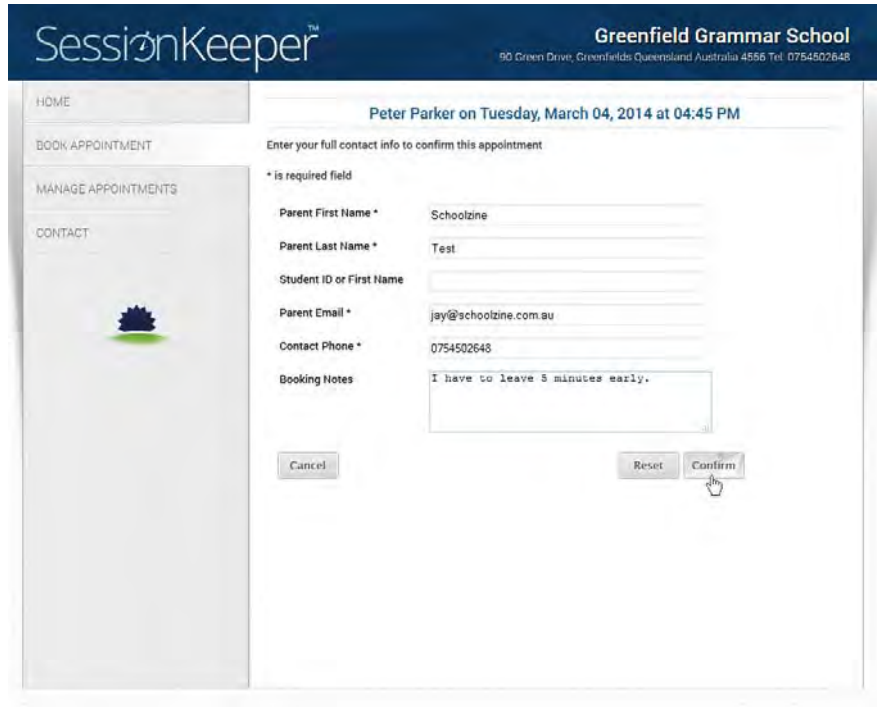
### Step 4: Choose Session Time

Now choose the **Session Time** you wish to book from the available times. You can also use the calendar icon and the left and right arrows at the top to change the date of the booking. When you've chosen one, click the **Next** button.



## Step 5: Enter Your Details

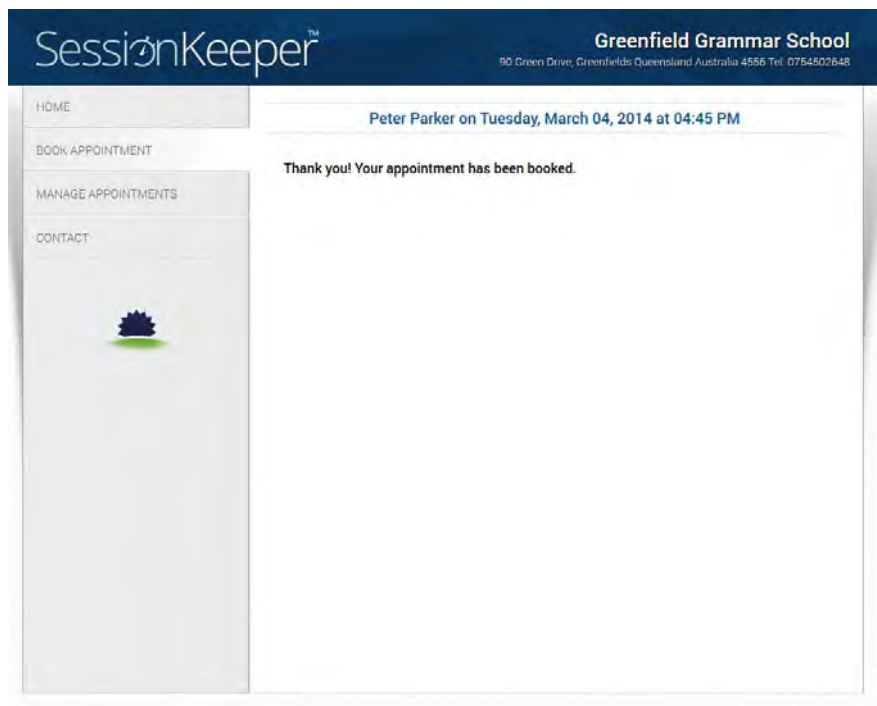
Now simply enter your personal details to finalise the appointment. This includes first and last name, student's ID or first name (optional), email address, phone number and any notes you wish to add. Once you've filled in the form and checked the booking details, click the **Confirm** button.



The screenshot shows the SessionKeeper web application interface for Greenfield Grammar School. The header includes the logo and school name. The left sidebar contains navigation links: HOME, BOOK APPOINTMENT, MANAGE APPOINTMENTS, and CONTACT. The main content area displays the appointment details: "Peter Parker on Tuesday, March 04, 2014 at 04:45 PM". Below this, a form prompts the user to "Enter your full contact info to confirm this appointment". The form includes several fields, some marked as required with an asterisk: Parent First Name (Schoolzine), Parent Last Name (Test), Student ID or First Name (empty), Parent Email (jay@schoolzine.com.au), and Contact Phone (0754502648). There is also a text area for Booking Notes containing "I have to leave 5 minutes early.". At the bottom of the form are three buttons: Cancel, Reset, and Confirm. A mouse cursor is pointing at the Confirm button.

## Step 6: Confirmation Message

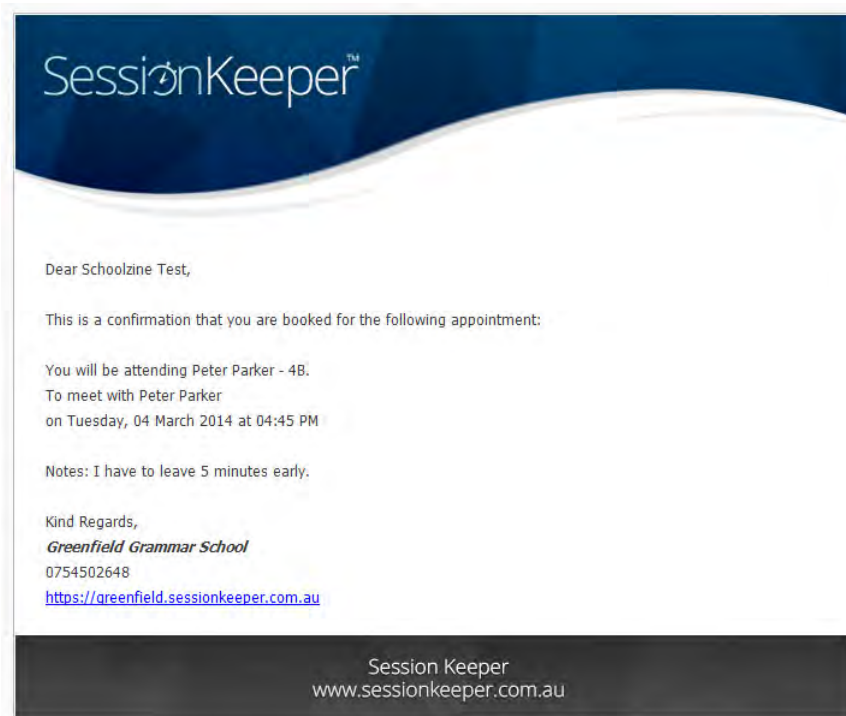
That's it! You should now receive the following the thank you message to confirm your appointment was booked successfully.



The screenshot shows the same SessionKeeper web application interface. The main content area now displays a confirmation message: "Thank you! Your appointment has been booked." The appointment details "Peter Parker on Tuesday, March 04, 2014 at 04:45 PM" are still visible at the top of the page. The left sidebar and header remain the same.

## Email Notification

You will also receive an email to confirm your booking information. It will look something like this:



## Changing/Cancelling Appointment

If you would like to make a change to or cancel an appointment, click the **Manage Appointments** link on the left hand side. Then enter your email address to see a list of your booked appointments. You can then click the **Change** or **Cancel** links to make any changes.

