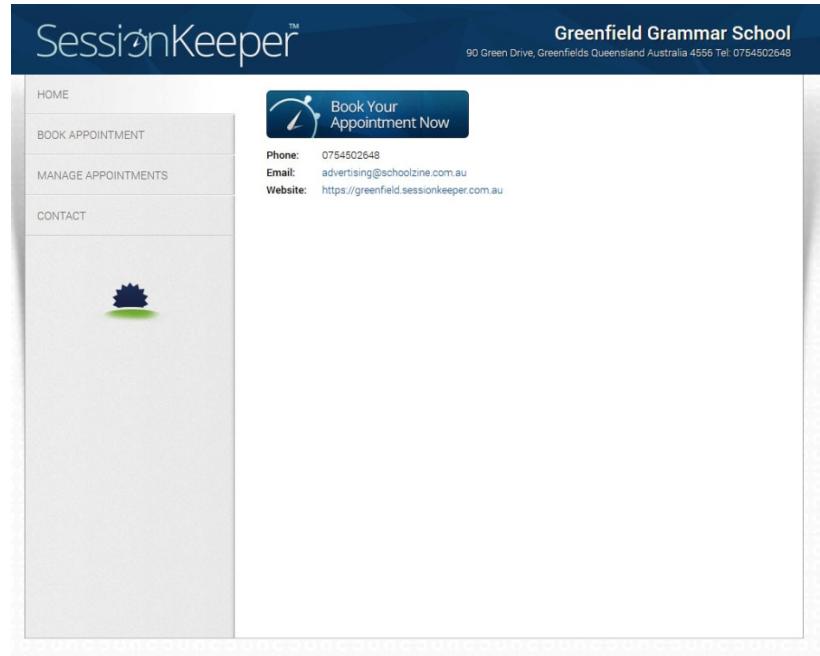


How to Book Appointments with SessionKeeper

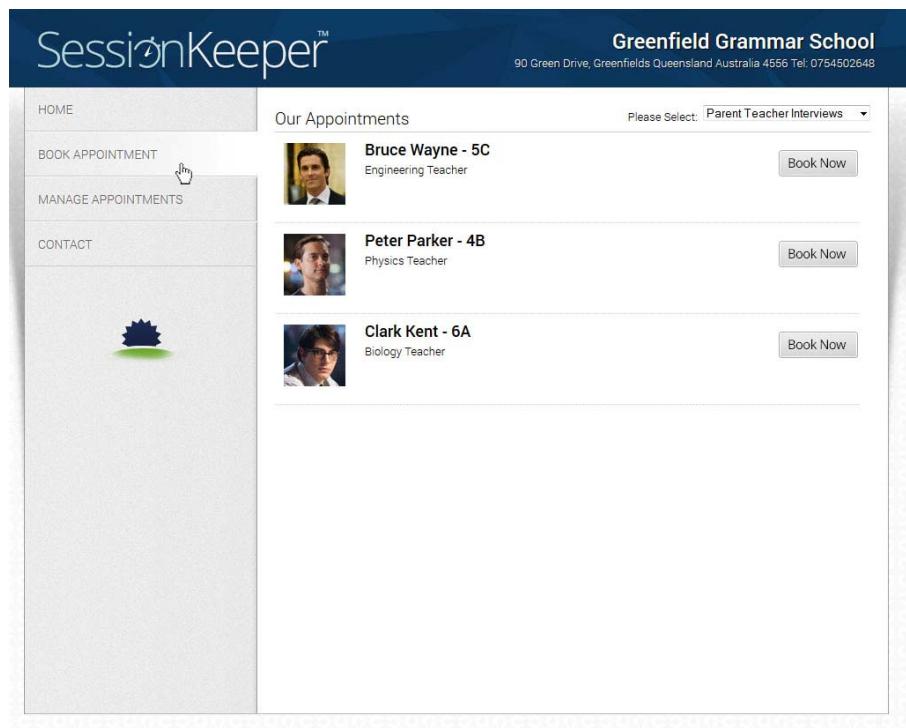
Step 1: Open SessionKeeper page

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.

The screenshot shows the SessionKeeper booking interface for Greenfield Grammar School. On the left is a sidebar with links: HOME, BOOK APPOINTMENT, MANAGE APPOINTMENTS, and CONTACT. The main area is titled "Our Appointments". It lists three staff members with their names, titles, and a "Book Now" button:

- Bruce Wayne - 5C
Engineering Teacher
Book Now
- Peter Parker - 4B
Physics Teacher
Book Now (with a cursor icon)
- Clark Kent - 6A
Biology Teacher
Book Now

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.

The screenshot shows the SessionKeeper session time selection interface for Peter Parker. The sidebar and title bar are identical to the previous step. The main area is titled "Select Your Time For Peter Parker - 4B". It shows a date picker set to "Tuesday, Mar 04, 2014" and a list of times with "04:45 PM" highlighted by a cursor icon. Navigation buttons for "Previous" and "Next" are at the bottom.

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 a web-based booking system for SessionKeeper at Greenfield Grammar School. The header includes the school's name and address: "Greenfield Grammar School" and "90 Green Drive, Greenfields Queensland Australia 4556 Tel 0754502648". The main content area displays a booking for "Peter Parker on Tuesday, March 04, 2014 at 04:45 PM". A message says "Enter your full contact info to confirm this appointment". The form fields are as follows:

Parent First Name *	Schoolzine
Parent Last Name *	Test
Student ID or First Name	[empty]
Parent Email *	jay@schoolzine.com.au
Contact Phone *	0754502648
Booking Notes	I have to leave 5 minutes early.

At the bottom are three buttons: "Cancel", "Reset", and "Confirm", with the "Confirm" button being highlighted by a cursor.

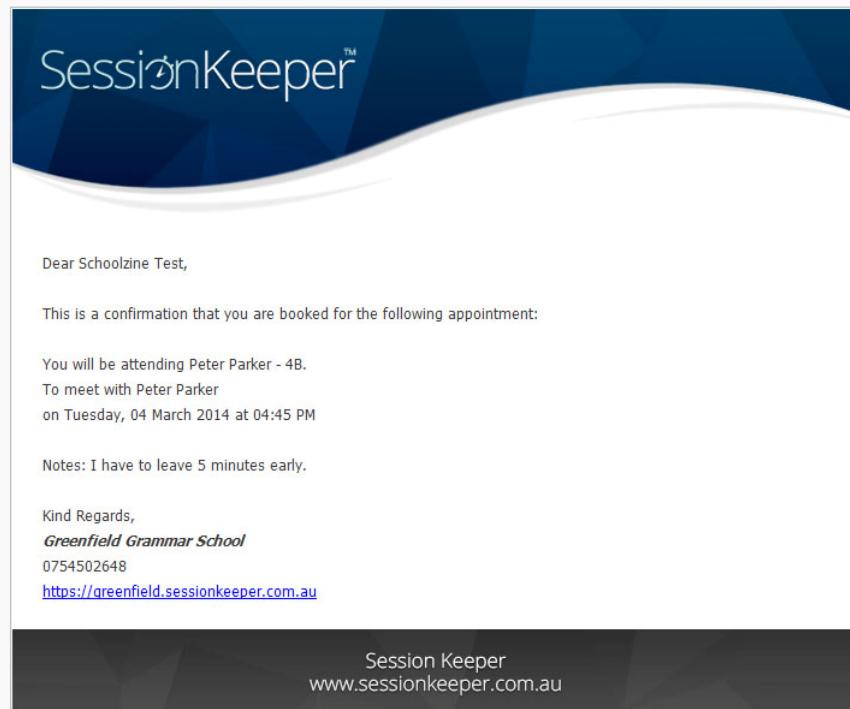
Step 6: Confirmation Message

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

The screenshot shows the confirmation message from SessionKeeper. The header and date/time information are identical to the previous screen. The main message is "Thank you! Your appointment has been booked." There is also a small decorative graphic of a stylized tree or bush in the center of the page.

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.

The screenshot shows the SessionKeeper website with the following interface elements:

- Header:** SessionKeeper™, Greenfield Grammar School, 90 Green Drive, Greenfields Queensland Australia 4556 Tel: 0754502648
- Left Sidebar:** HOME, BOOK APPOINTMENT (highlighted), MANAGE APPOINTMENTS, CONTACT.
- Search Bar:** Enter your details to cancel or reschedule your existing appointment(s). Your Email: jay@schoolzine.com.au, Search button.
- Appointment List:** Change or cancel an appointment
 - Appointment with Peter Parker (Tuesday March 04, 2014 at 04:45 PM)
[Change Appointment Time](#) [Cancel Appointment](#)
 - Appointment with Peter Parker (Tuesday December 09, 2014 at 03:30 PM)
[Change Appointment Time](#) [Cancel Appointment](#)
 - Appointment with Clark Kent (Tuesday December 09, 2014 at 04:45 PM)
[Change Appointment Time](#) [Cancel Appointment](#)