Parents' Guide for Booking Return-to-School
On-site Covid-19 Testing Appointments

Browse to https://sma20.schoolcloud.co.uk/

Step 1: Login

Fill out the details on the page. Please note that the parent name and student name and date of birth *must* match those stored on the school database. Then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide (note this email address does not need to be the same as the email address stored on the school database).

Step 2: Select Event

You must book **one** appointment for the 1st test date (Wednesday, 1st September) **and** one appointment for the 2nd test date (Saturday, 4th September).

If you are unable to make the dates listed click *I'm unable to attend*.

Step 3: Choose Testing Tables

Please leave all three of these options selected to maximise your choice. A green tick indicates they are selected.

Note: In order for the system to work each testing table needs to be associated to a teacher from the school (in this case Mr Brierly, Mrs Penketh and Mr Slater). These staff will not be administering the tests.

Step 4: Book an Appointment

Click any of the green cells to make a two-minute appointment. Blue cells signify where you have booked an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message if you'd like to raise anything beforehand.

Once you're finished booking your appointment click *Save* to finish the booking process.

Step 5: Finished

Your booking will now appear on the My Bookings page. An email confirmation will be sent and you can also print appointment by pressing *Print*. Click *Subscribe to Calendar* to add these to your calendar. To change your appointment, click on *Amend Bookings*.

Please ensure that you have booked an appointment for both testing dates (Wednesday, 1st September and Saturday, 4th September.

Please attend all appointments on time.