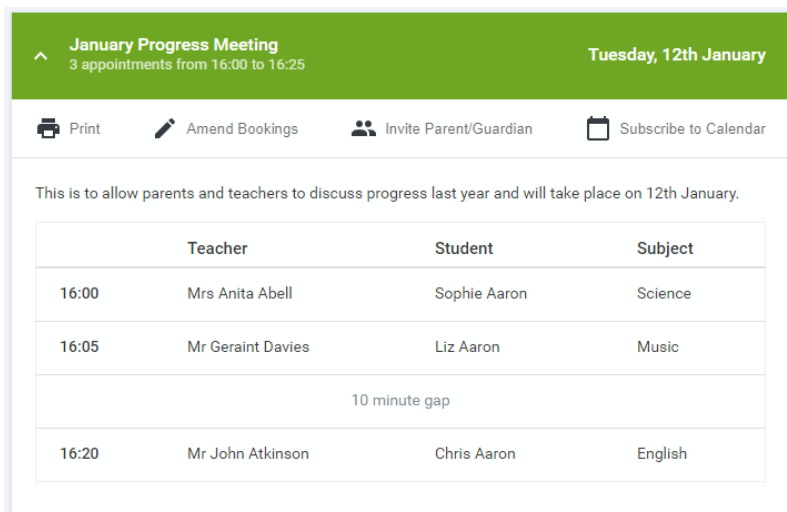


## Parents' Guide for Inviting Another Person to Join Their Appointments

Browse to <https://rgshw.schoolcloud.co.uk/>

If it is not possible for both parents to be in the same location for the virtual Parents' Meeting, only one parent should make the appointments and then allow the other parent access to those appointments from another device. This access can be granted at the time of booking, or later if required.



**January Progress Meeting**  
3 appointments from 16:00 to 16:25  
Tuesday, 12th January

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

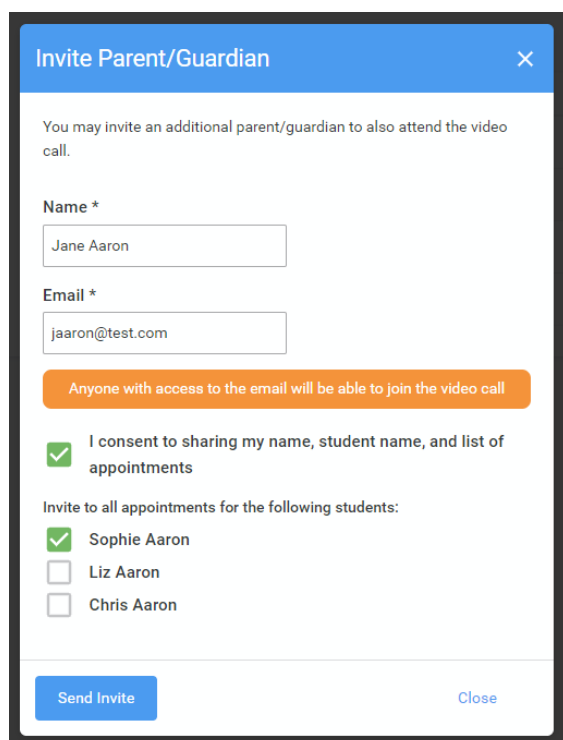
This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

1. Once you have made your bookings (or when you later log in and go to **My Bookings**) click on the **Invite Parent/Guardian** link at the top of the list of your bookings. If you have already sent an invitation this link will show as **Manage Invites** instead.

2. You will then be presented with a box asking for the details of the person to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.



**Invite Parent/Guardian**

You may invite an additional parent/guardian to also attend the video call.

Name \*  
Jane Aaron

Email \*  
jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron  
 Liz Aaron  
 Chris Aaron

Send Invite Close

You **must** enter a **Name**, and an **Email address**, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue **Send Invite** button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like.

## Video Call Invitation

**Primary School Parents' Evening**

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

Join Video Call

Or paste this link into your browser:  
<https://greenabbay.schoolcloud.co.uk/guests/video/393722?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a **Manage Invites** box that shows your sent invitation(s) which allows you to Resend invites or Remove them. If you click Remove the link in the previously sent invitation it will no longer work and that person can no longer join the video call.

**Note that only one other person can be invited to be on a call.**

×
Manage Invites

You may invite an additional parent/guardian to also attend the video call.

[New Invite](#)

Invite Parent/Guardian

[Current Invites](#)

To change invited guests, please remove and then invite again.

**Elizabeth Aaron**  
 eaaron@test.com  
 For: Liz Aaron

Resend Invite

🗑️ Remove

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**Jane Aaron**  
 jaaron@test.com  
 For: Sophie Aaron

Resend Invite

🗑️ Remove

Close