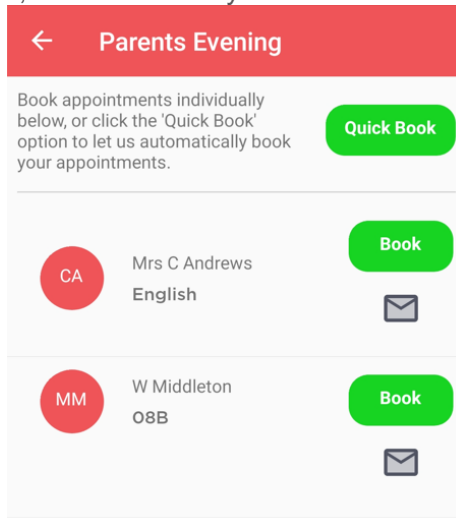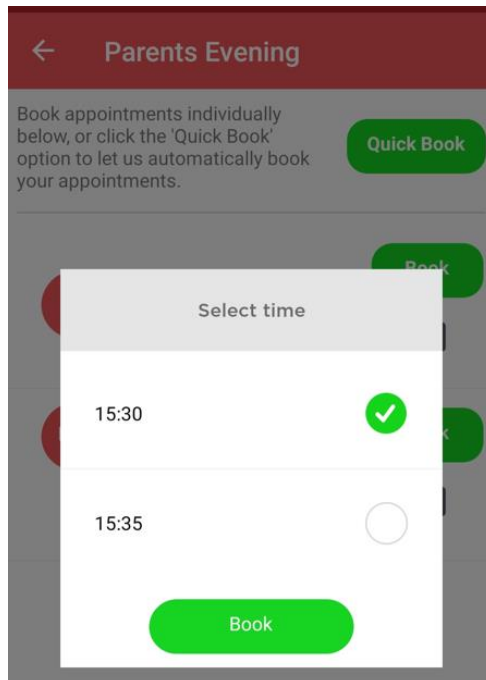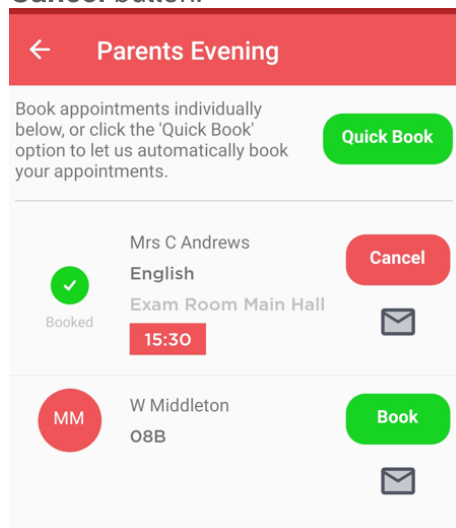# Booking Appointments Manually with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you, select the one you wish to **Book** and click the **Book** button.

Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.
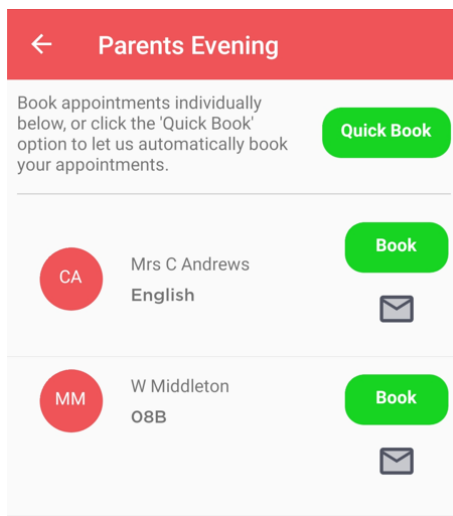

The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.
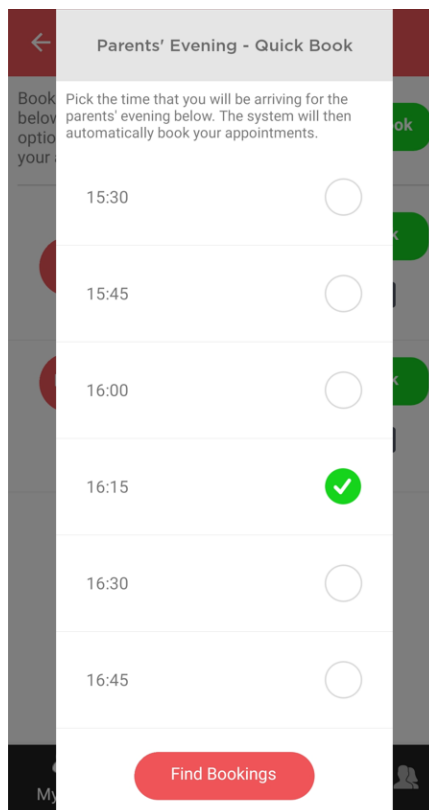
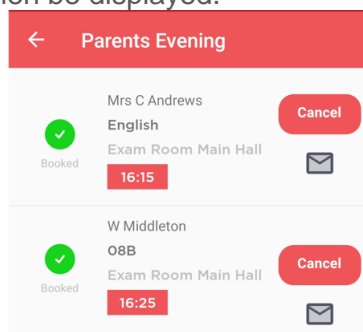# Using the Quick Book Option with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you. Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**.

When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button.

All of your **Appointments** will then be **Booked** from the selected **Time**. to deselect a **Time** untick the box, when finished click the **Book Appointments** button to save the **Appointments**, which will then be displayed.

The **Appointments** can still be **Cancelled** by clicking the **Cancel** button.