



School Appointments - Parent Instructions

1. Go to our school appointments website for BES <https://banff.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your child into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "Book Appointments" icon beside each child's name to schedule appointments.
5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. Select how your meetings will be held.

Appointments Will Be: Virtual Meeting
 By Phone
7. Then click the "**View Calendars**" button.
8. Click on available time slots to book your appointments.