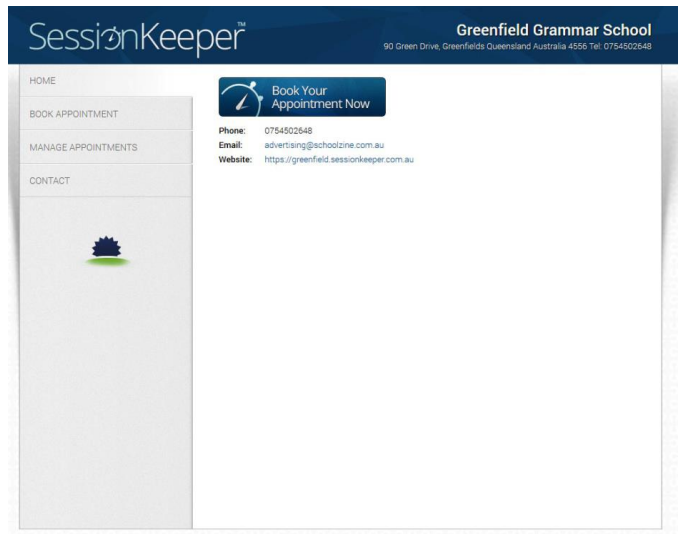


HOW TO BOOK APPOINTMENTS WITH SESSIONKEEPER

Step 1: Open SessionKeeper page

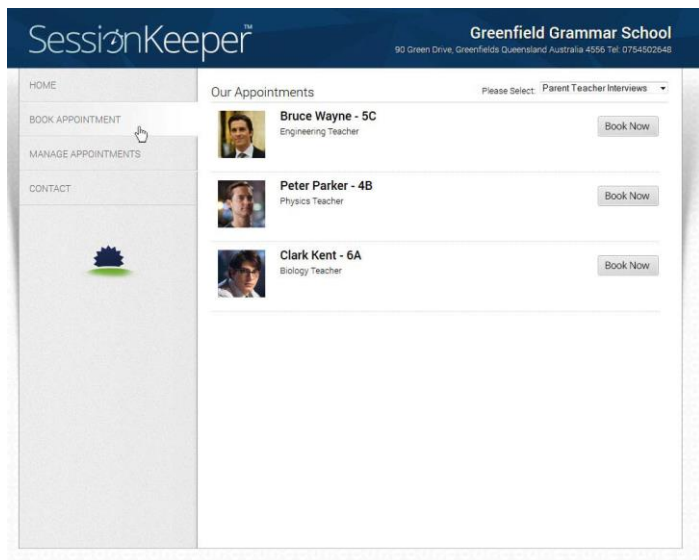
Go to the SessionKeeper page via the link provided in the school newsletter or copy into your browser

<https://gladstonehs.sessionkeeper.com.au/>



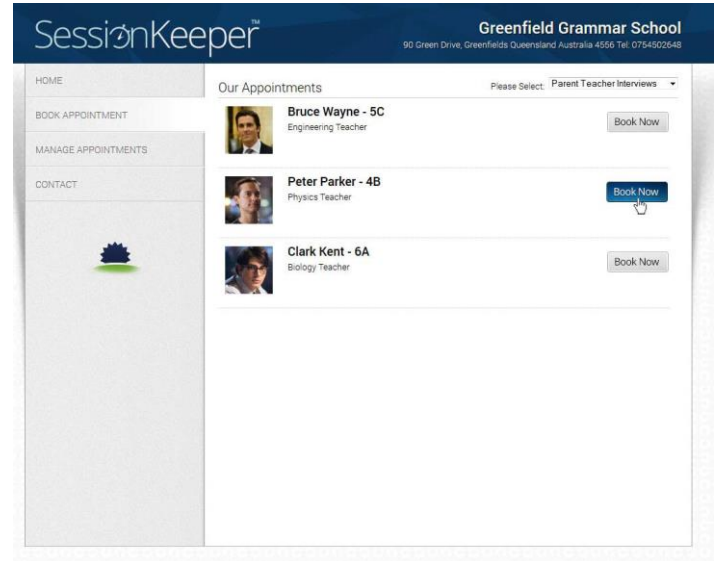
Step 2: Click Book Appointment

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).



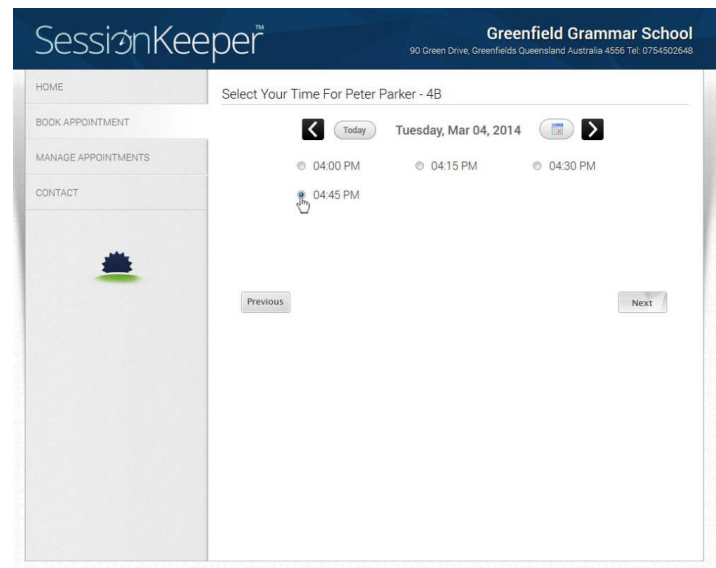
Step 3: Click Book Now

Click on the **Book Now** button on the right hand side next to the staff member you would like to book with.



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.



PLEASE CONTINUE OVER PAGE

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 the SessionKeeper website interface for Greenfield Grammar School. The header includes the school's name and contact information. A sidebar on the left contains navigation links: HOME, BOOK APPOINTMENT, MANAGE APPOINTMENTS, and CONTACT. The main content area is titled "Peter Parker on Tuesday, March 04, 2014 at 04:45 PM" and prompts the user to "Enter your full contact info to confirm this appointment". A form with several fields is displayed, with an asterisk indicating required fields. The fields are: Parent First Name (filled with "Schoolzine"), Parent Last Name (filled with "Test"), Student ID or First Name (empty), Parent Email (filled with "jay@schoolzine.com.au"), Contact Phone (filled with "0754502648"), and Booking Notes (filled with "I have to leave 5 minutes early."). At the bottom of the form are three buttons: "Cancel", "Reset", and "Confirm". A mouse cursor is hovering over the "Confirm" button.

Step 6: Confirmation Message

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

This screenshot shows the confirmation message on the SessionKeeper website. The header and sidebar are identical to the previous screenshot. The main content area displays the appointment details: "Peter Parker on Tuesday, March 04, 2014 at 04:45 PM". Below this, a message states: "Thank you! Your appointment has been booked."

Email Notification

You will also receive an email to confirm your booking information. It will look something like this:

The screenshot shows an email confirmation message from SessionKeeper. The header features the SessionKeeper logo and the school's name, Greenfield Grammar School, along with its address and phone number. The body of the email is addressed to "Dear Schoolzine Test," and confirms the booking for "Peter Parker - 4B" on "Tuesday, 04 March 2014 at 04:45 PM". It also includes a note: "Notes: I have to leave 5 minutes early." The email is signed "Kind Regards, Greenfield Grammar School" with the phone number "0754502648" and the website URL "https://greenfield.sessionkeeper.com.au". The footer of the email contains the Session Keeper logo and the website URL "www.sessionkeeper.com.au".

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

This screenshot shows the "Manage Appointments" page on the SessionKeeper website. The header and sidebar are consistent with the previous screenshots. The main content area is titled "Enter your details to cancel or reschedule your existing appointment(s)". It features a search bar with the email "jay@schoolzine.com.au" entered and a "Search" button. Below the search bar, a section titled "Change or cancel an appointment" lists three appointments. Each appointment entry includes the appointment name, date, time, and student ID, followed by "Change Appointment Time" and "Cancel Appointment" links. The appointments are: "Appointment with Peter Parker" (Tuesday March 04, 2014 at 04:45 PM, Student ID: Tom), "Appointment with Peter Parker" (Tuesday December 09, 2014 at 03:30 PM, Student ID: Tom), and "Appointment with Clark Kent" (Tuesday December 09, 2014 at 04:45 PM).