

Booking Conferences on Mobile Devices

Knowledge Base > Conferences > Booking Conferences on Mobile Devices

Overview

This article provides a step-by-step overview of how to book Conferences on mobile devices. You will also find information on how to remove bookings via the app.

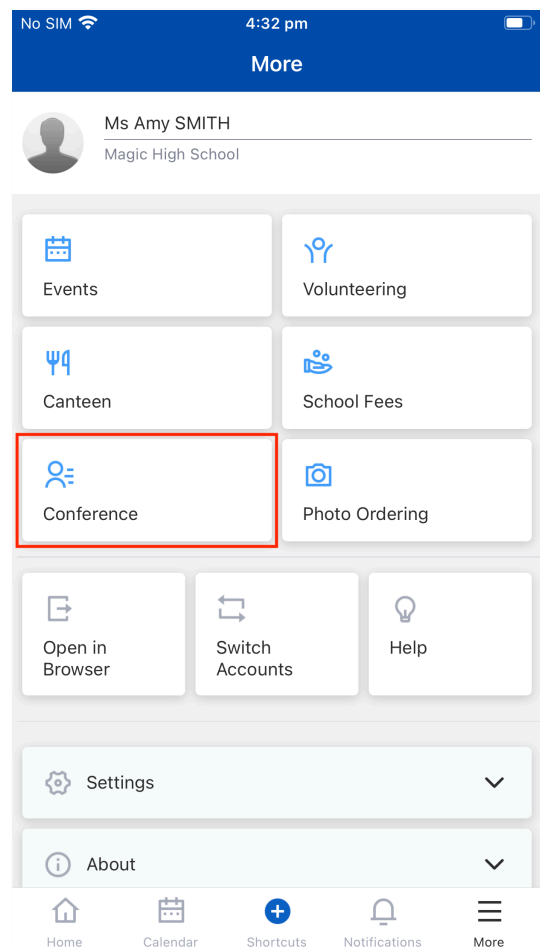
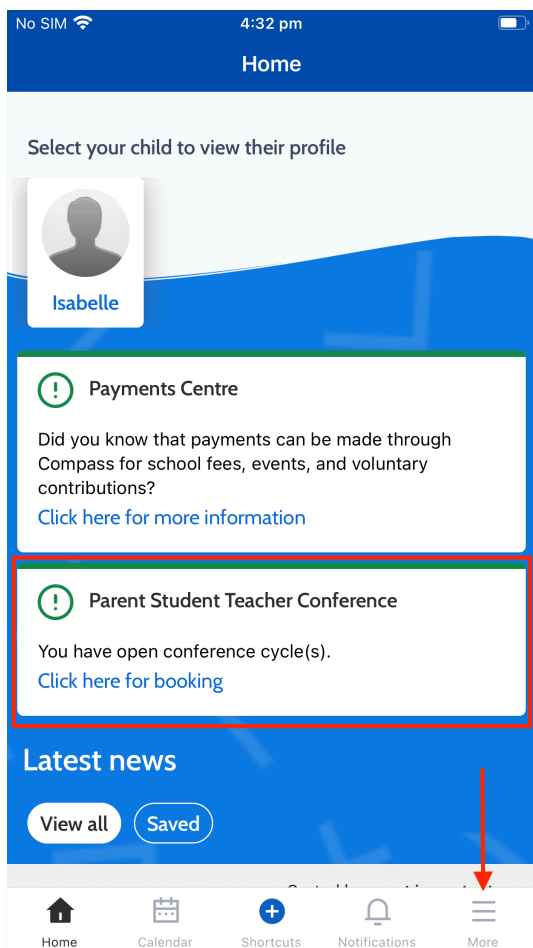
Please refer to the applicable section below in this article for your device type (iOS or Android).

For any issues or questions with the booking process or the teachers you are able to book in with, please speak with the staff at your student's school.

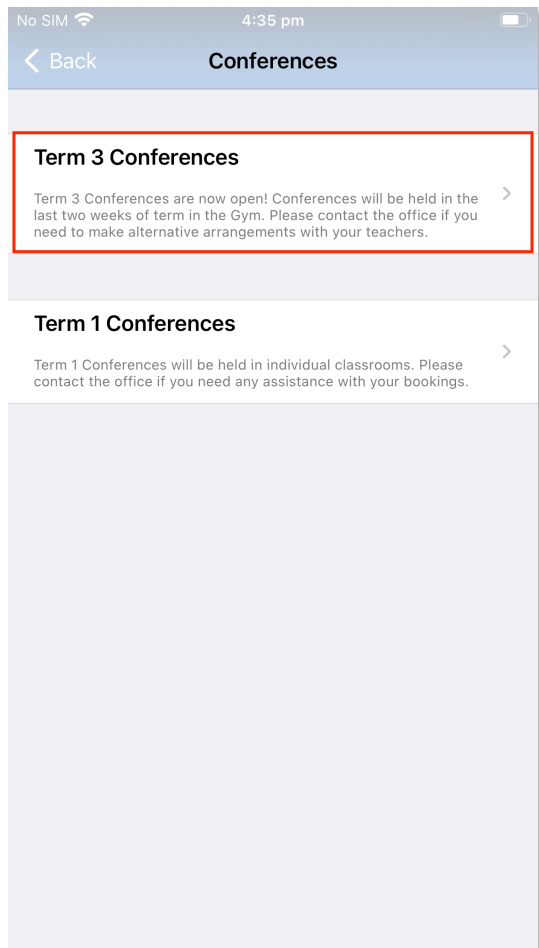
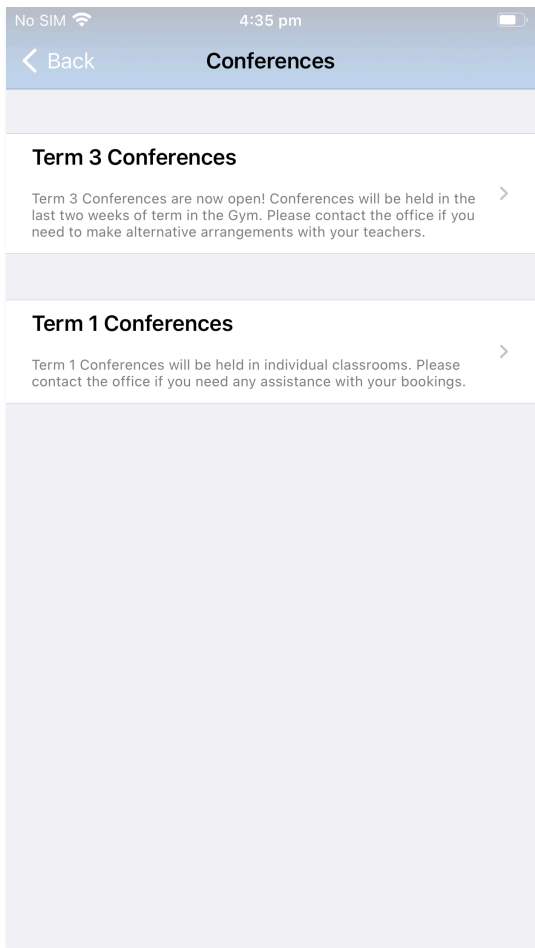
iOS / Apple Devices

In order to book in with the teachers at your students school for Conferences using the Compass app on an iOS / Apple device you will first need to login using your parent login credentials.

From the 'Home' page you may see a Dashboard notification letting you know that Conferences are open for booking. Select 'Click here for booking' to be taken to the main Conferences page. You can also access Conference booking by clicking the 'More' menu in the navigation bar along the bottom of the screen, and then selecting 'Conferences' from the menu tiles.

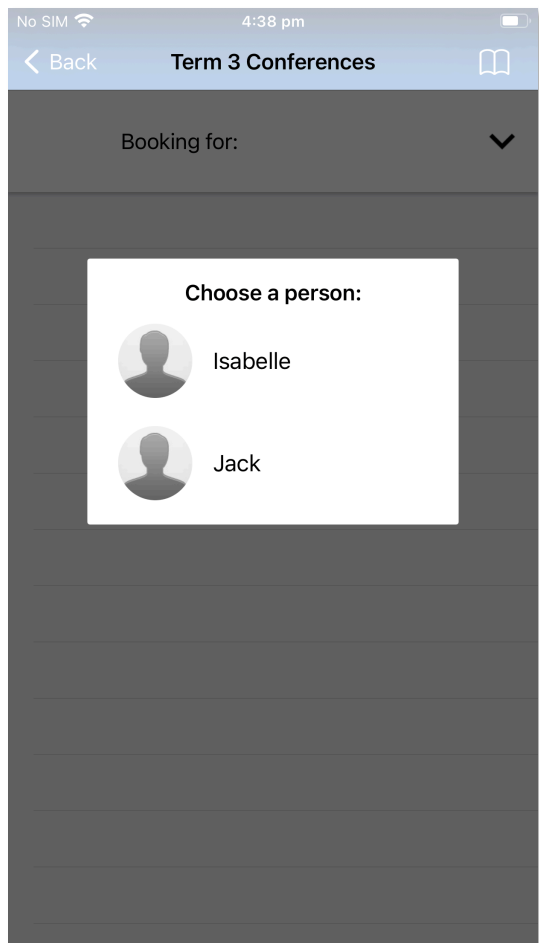
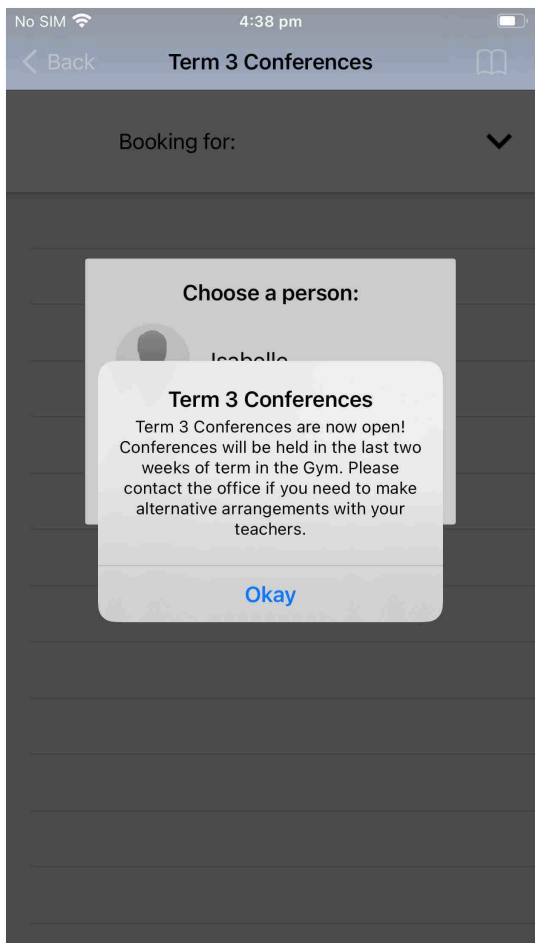


This will take you to the main Conferences page, where you can see all Conference cycles made available to you for booking. To start the booking process click on the conference cycle you'd like to book for.



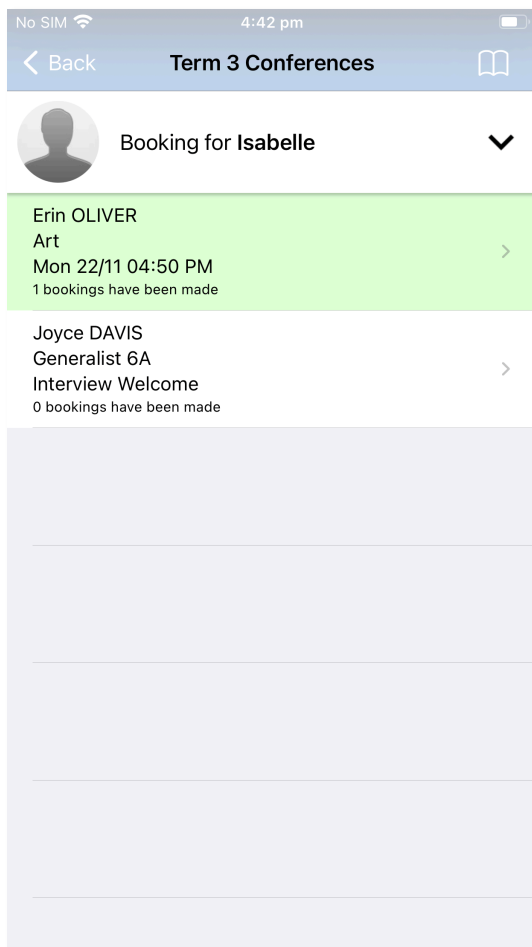
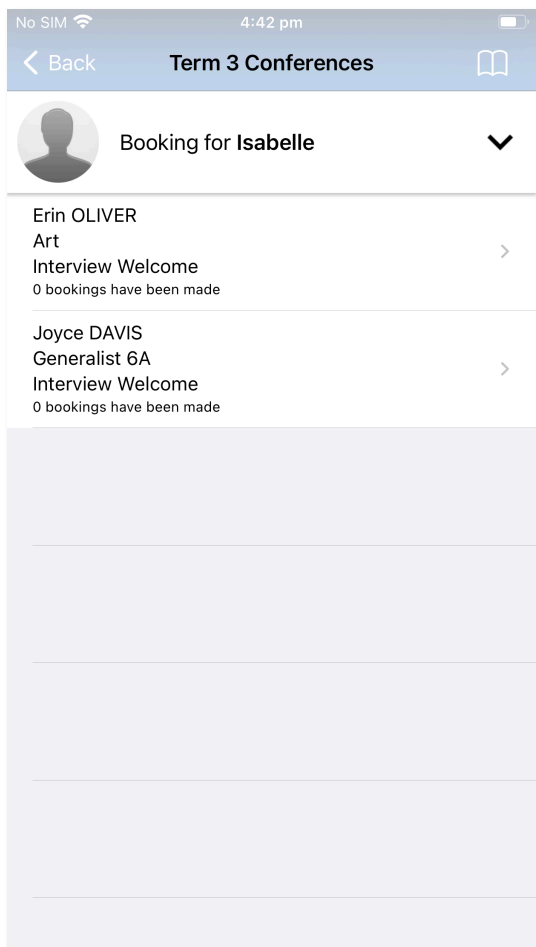
Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue.

If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.

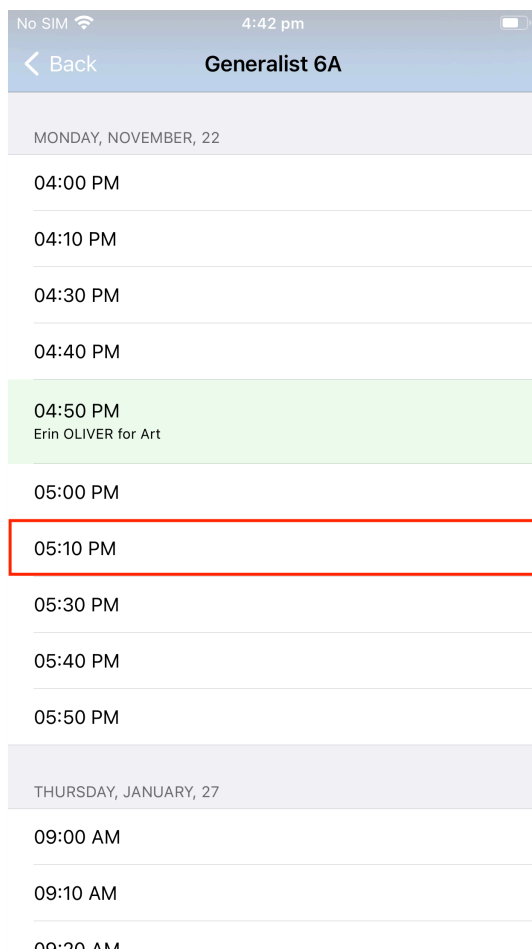
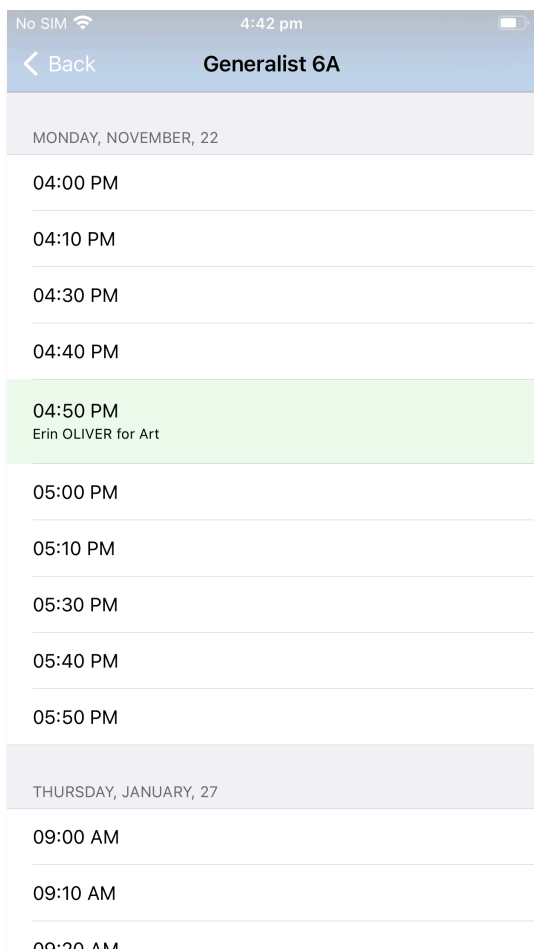


You will then see a summary of all the teachers you can book with for the student you selected. Under the teachers name will be the reason for the booking - this can be a class code or reason (if the teacher does not teach the student).

Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below on the left, no teachers have been booked with. In the image on the right below the parent has already booked in with Erin Oliver but still needs to book with Joyce Davis. To book in with a teacher, you can just click their name.

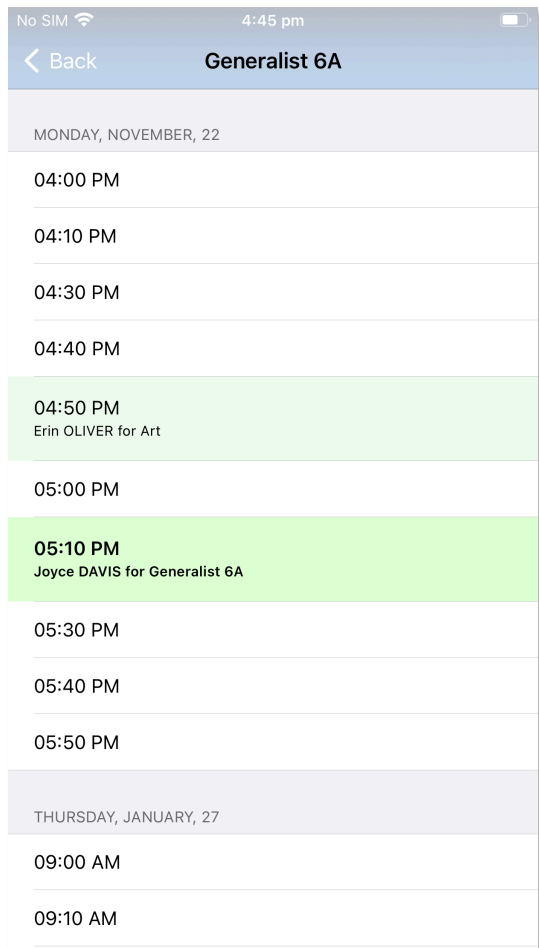
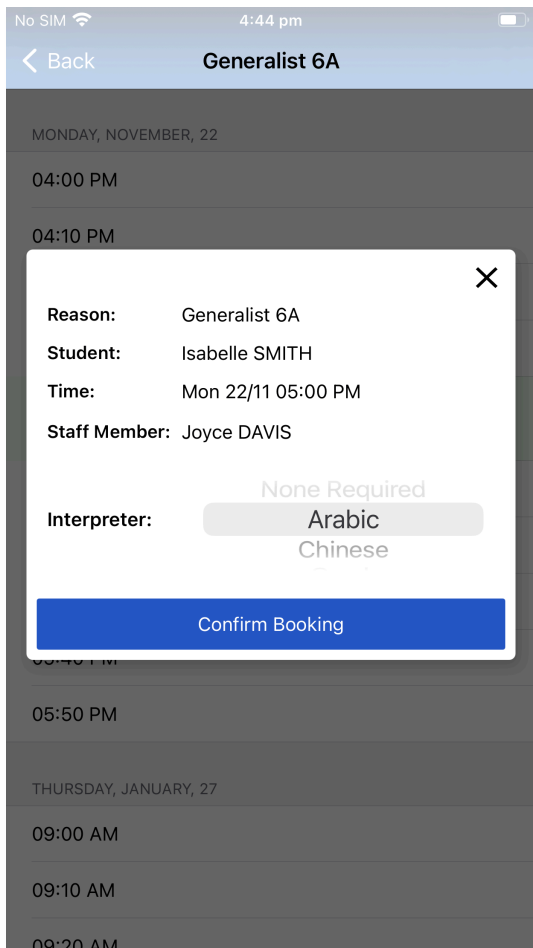


This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 5:10 PM in the screenshot below.



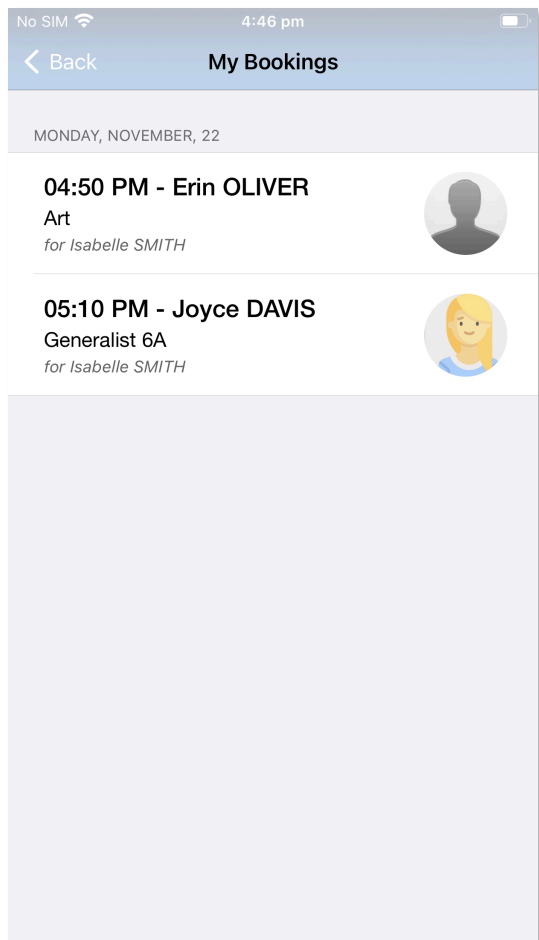
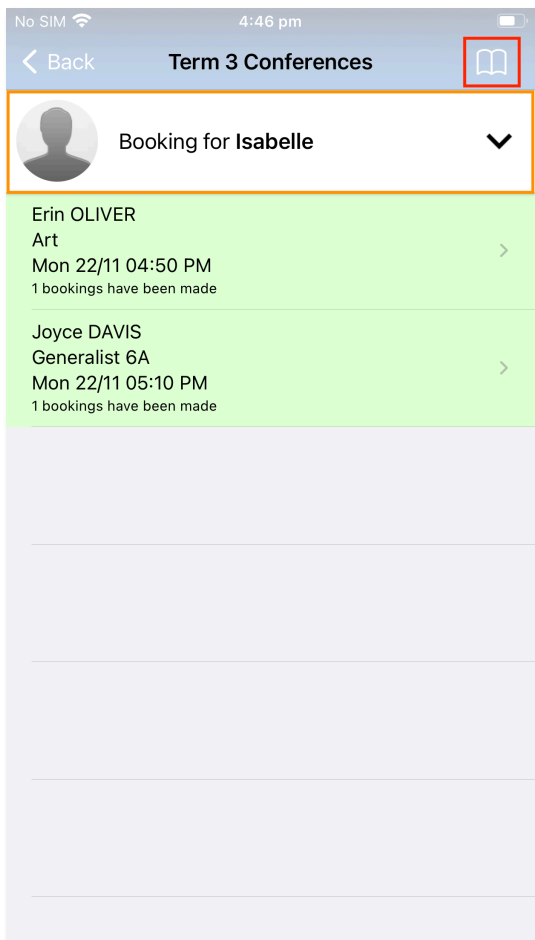
This will open a booking popup. Here you can see the conference reason, staff member, timeslot and which of your students you are booking for. If you require an interpreter you can select one from the list of options next to 'Interpreter'. Please keep in mind these interpreter options are set by your school and indicate the languages of the interpreters that your school will have available on the day. If you do not see an option available that you require please speak with your school.

Once you click 'Confirm Booking' you will see your booking on the schedule in a slightly darker green with the text bolded. Click the 'Back' button at the top left corner to go back and make more bookings, or review all your bookings.



From this screen you can click the 'Booking for {StudentsName}' button with the down arrow, which is highlighted in orange in the image below, in order to switch student and complete their bookings. To see all of your bookings for all students, click the book icon in the top right corner, highlighted in red in the image below.

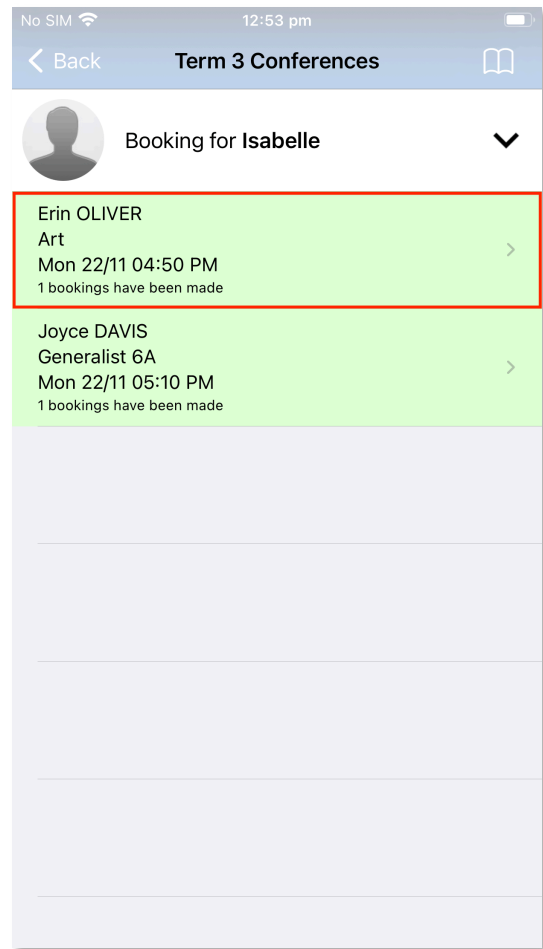
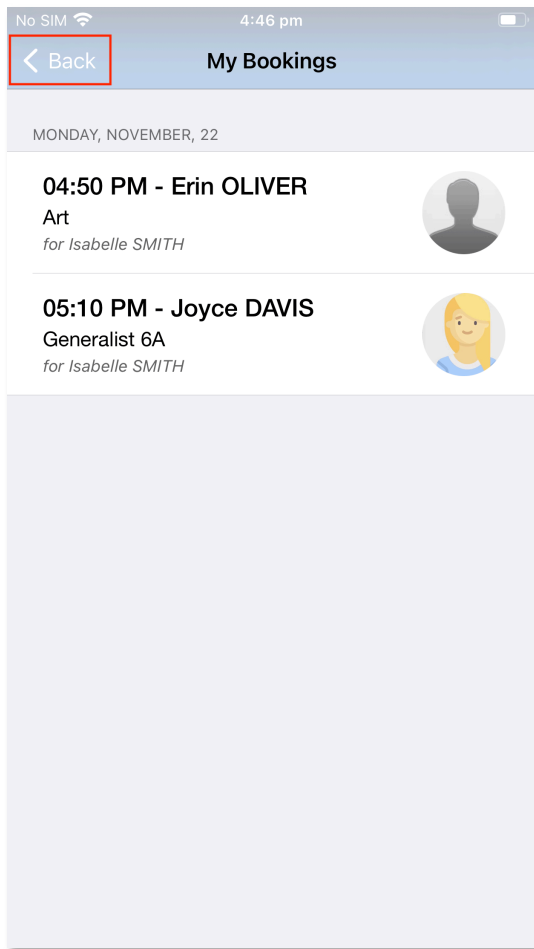
This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.



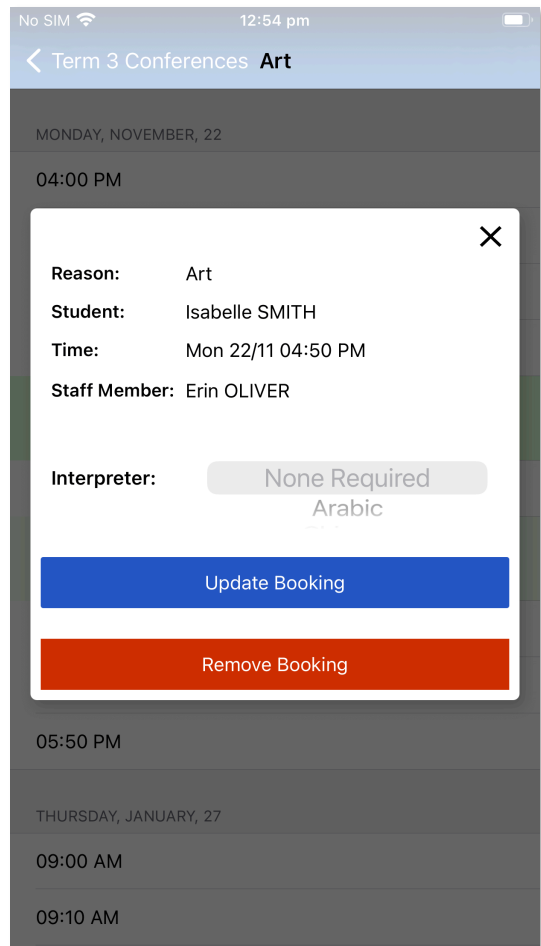
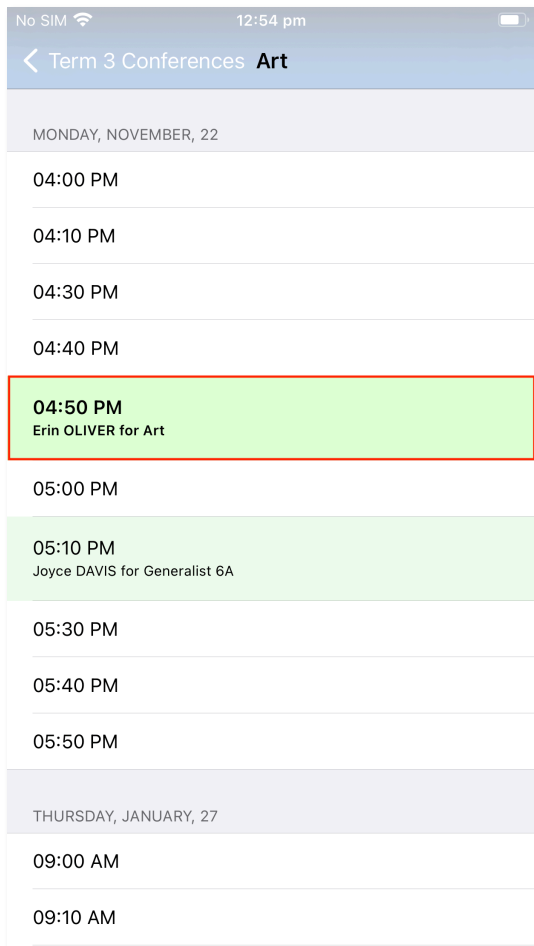
For any issues or questions with the booking process or the teachers you are able to book in with, please speak with the staff at your student's school.

Removing a Booking

If you need to cancel a booking you can do so by going back to the booking page for your student, and click the teacher you wish to remove your booking for.



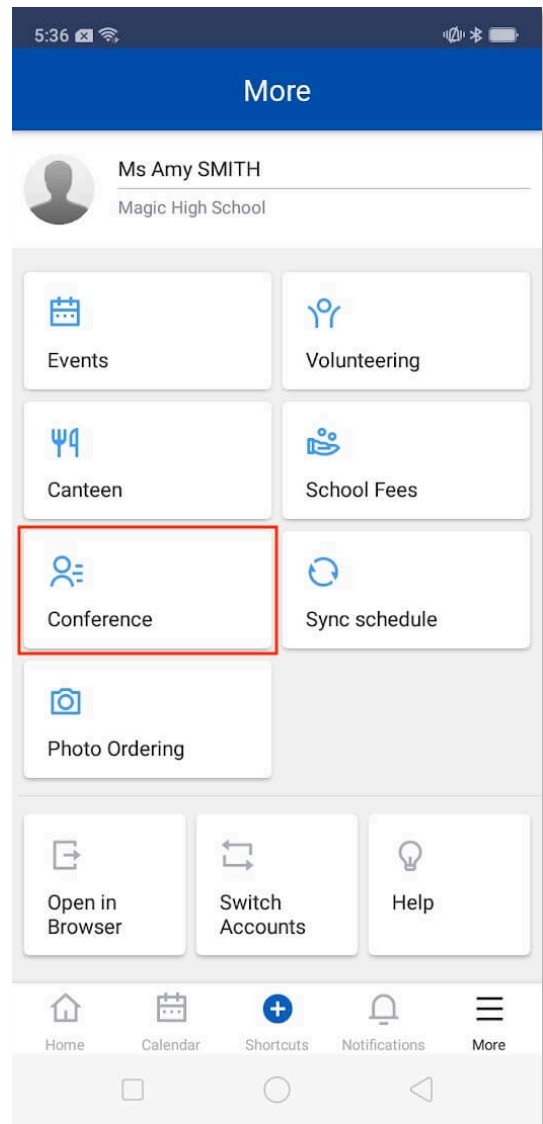
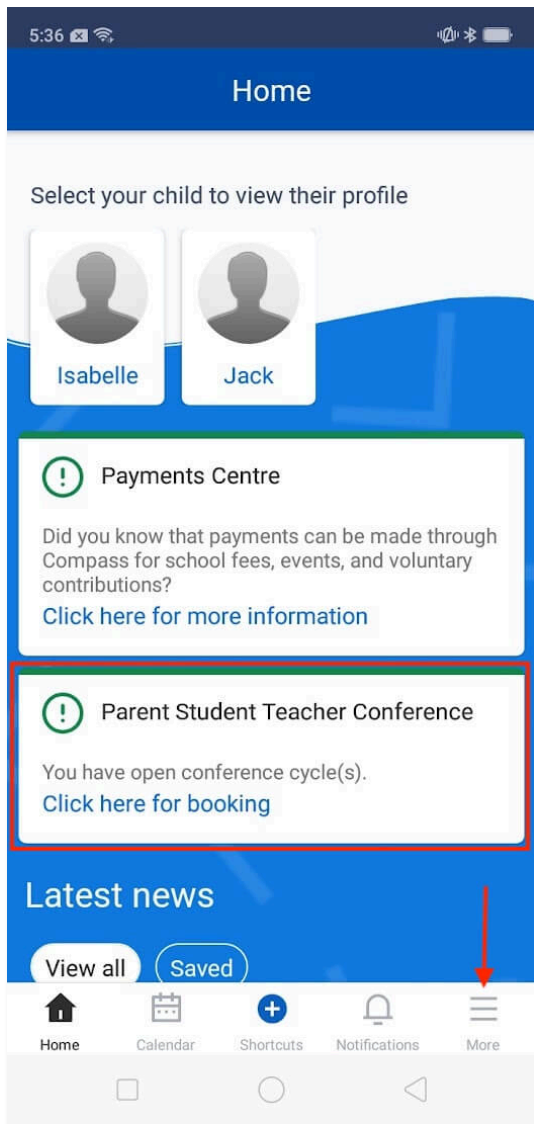
Click the timeslot you are currently booked for, and select 'Remove Booking'.



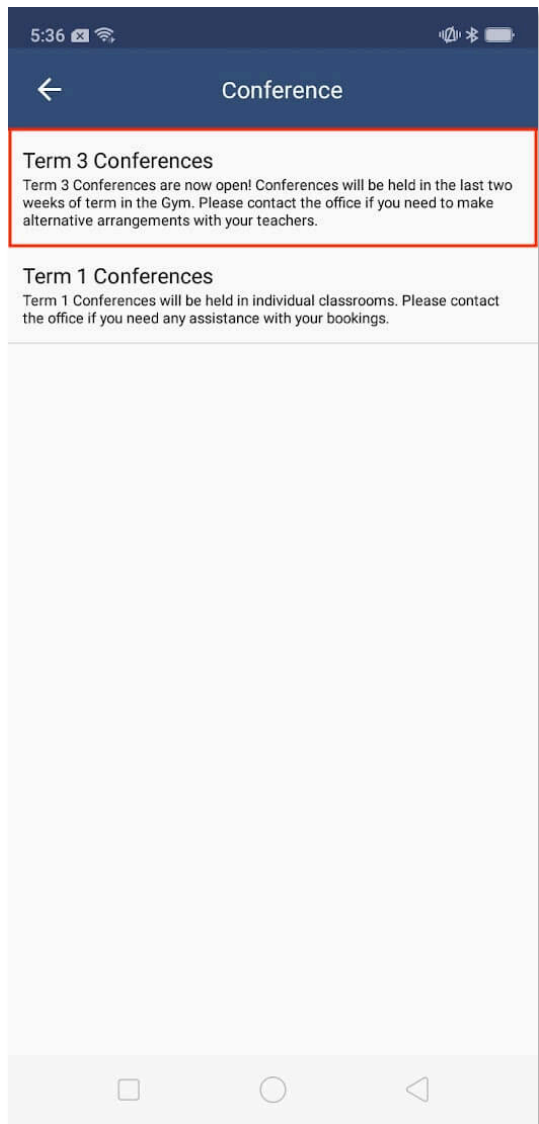
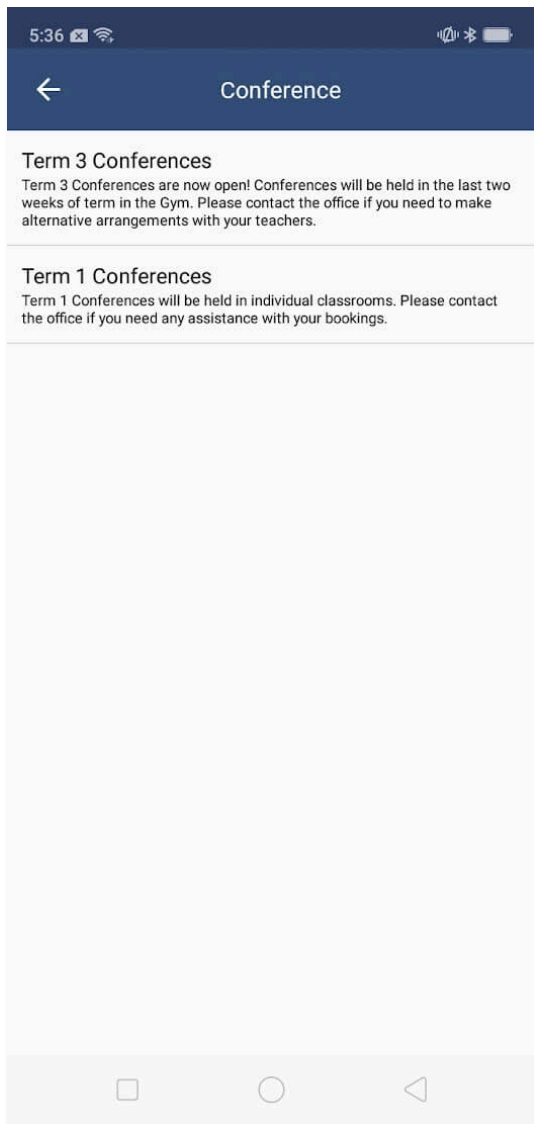
Android Devices

In order to book in with the teachers at your students school for Conferences using the Compass app on an Android device you will first need to login using your parent login credentials.

From the 'Home' page you may see a Dashboard notification letting you know that Conferences are open for booking. Select 'Click here for booking' to be taken to the main Conferences page. You can also access Conference booking by clicking the 'More' menu in the navigation bar along the bottom of the screen, and then selecting 'Conferences' from the menu tiles.

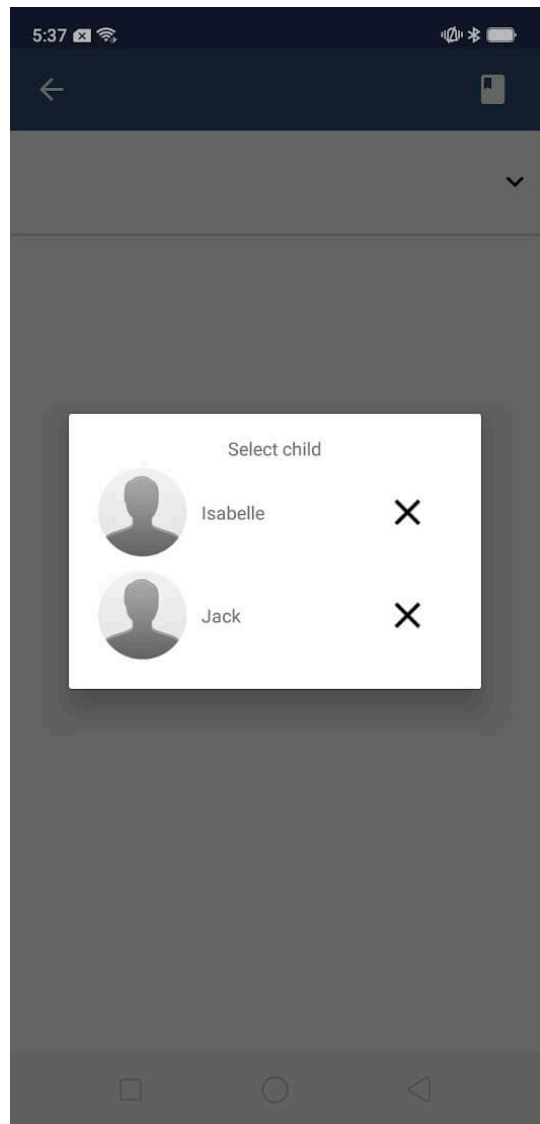
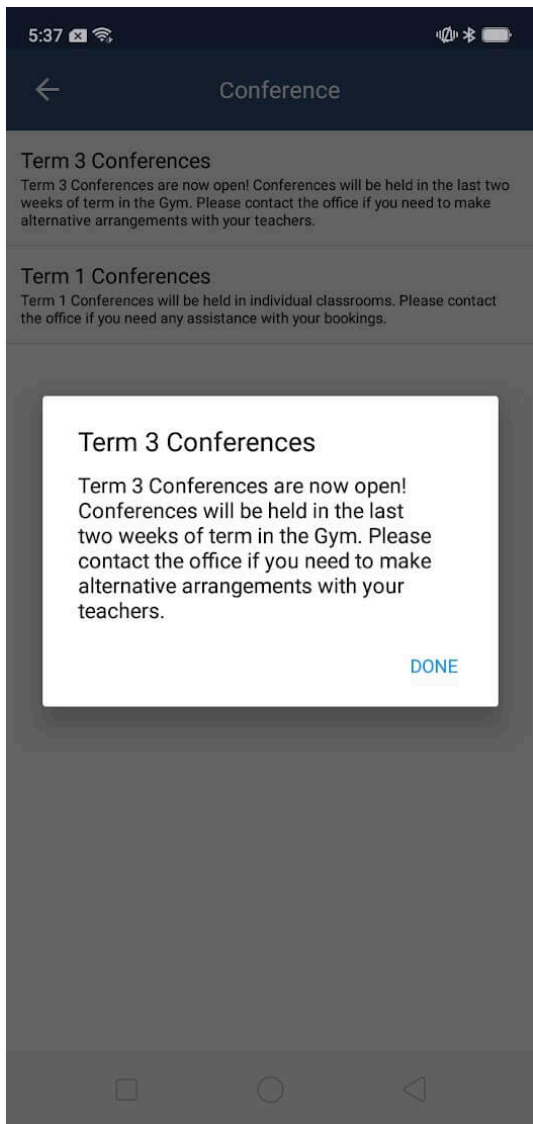


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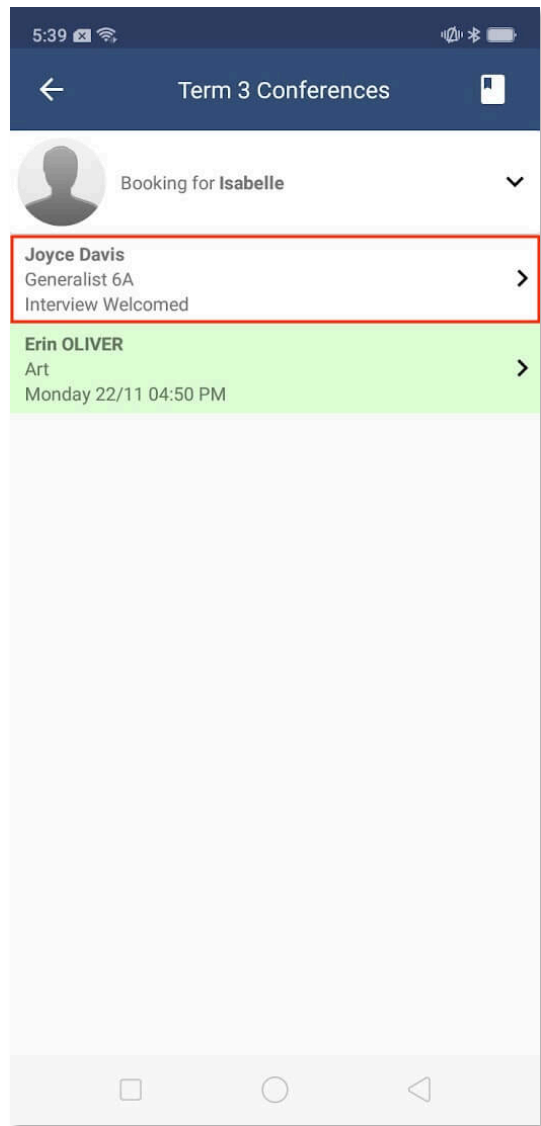
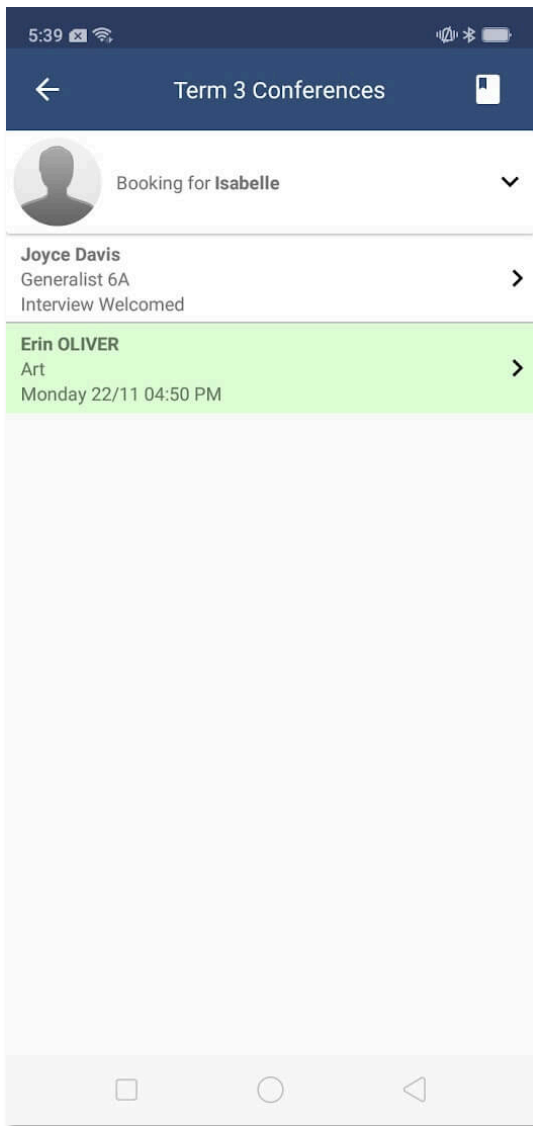
Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Done' at the bottom to continue.

If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.

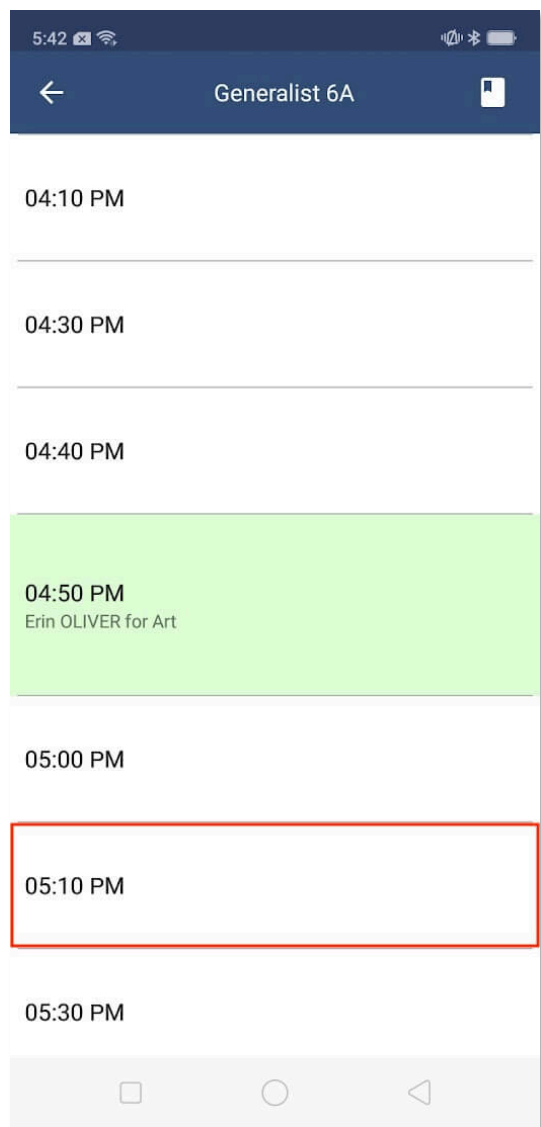
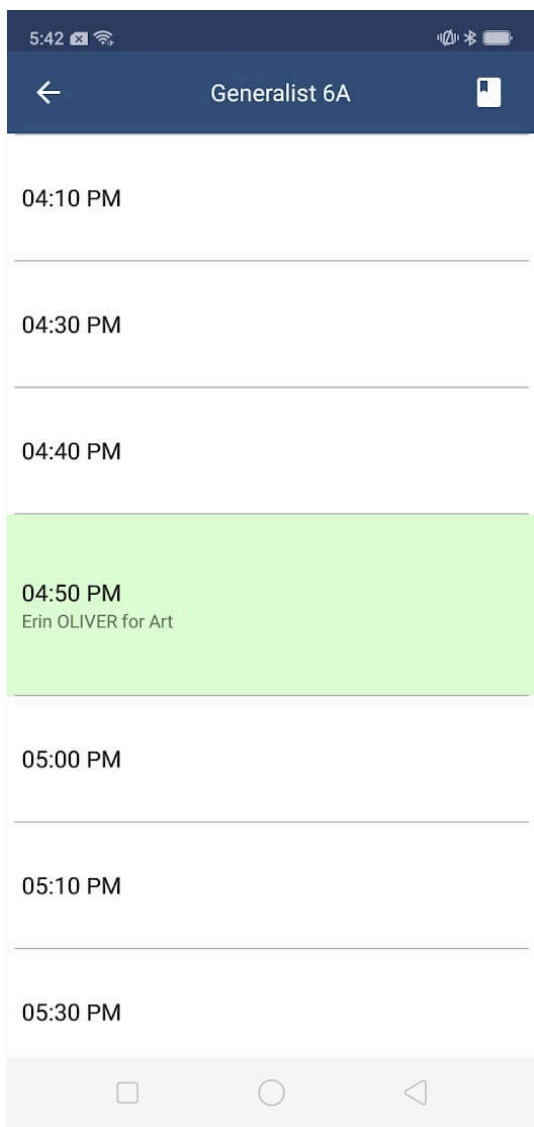


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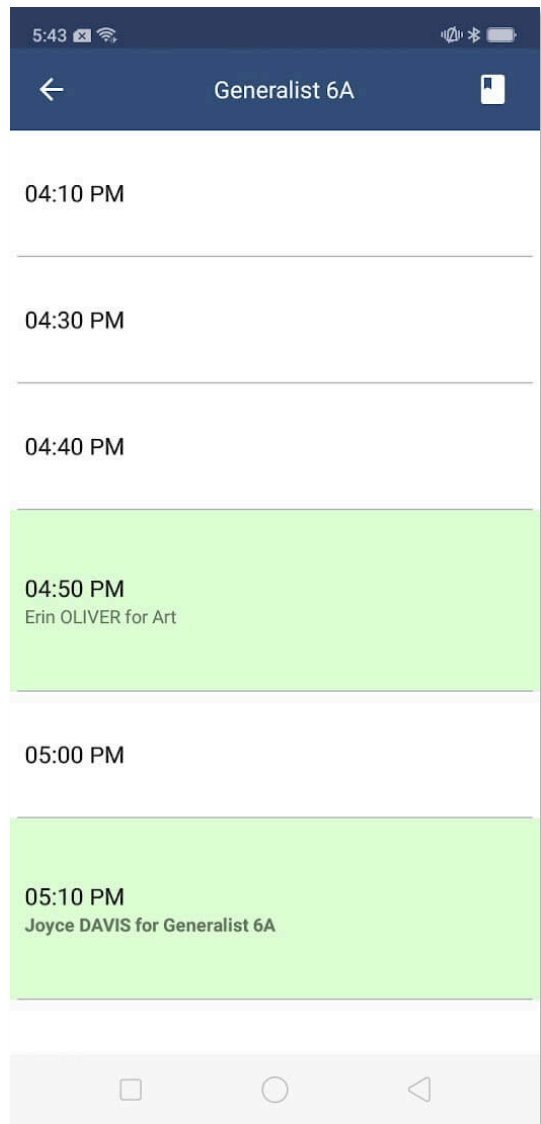
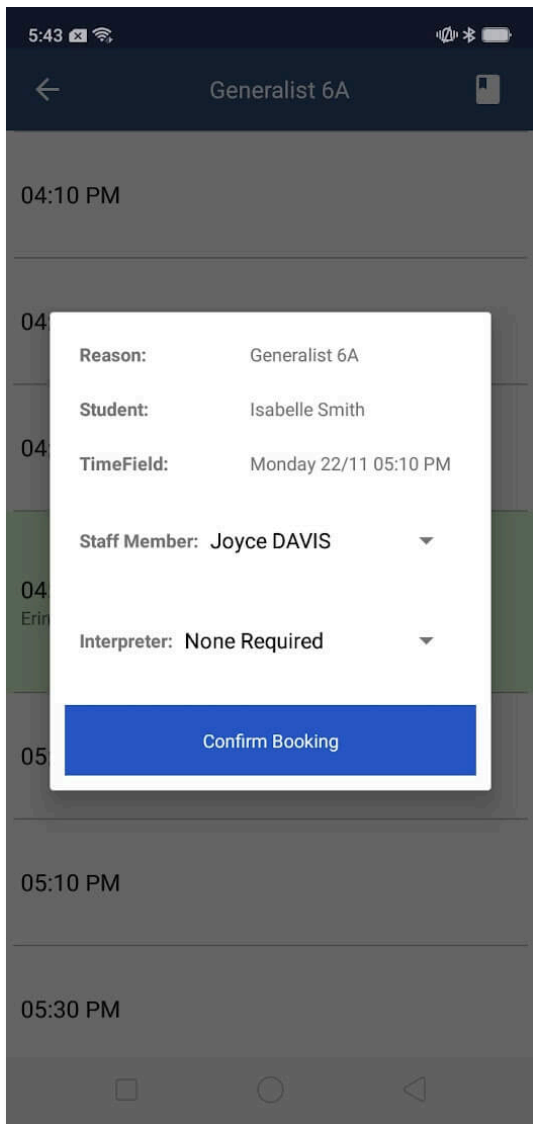


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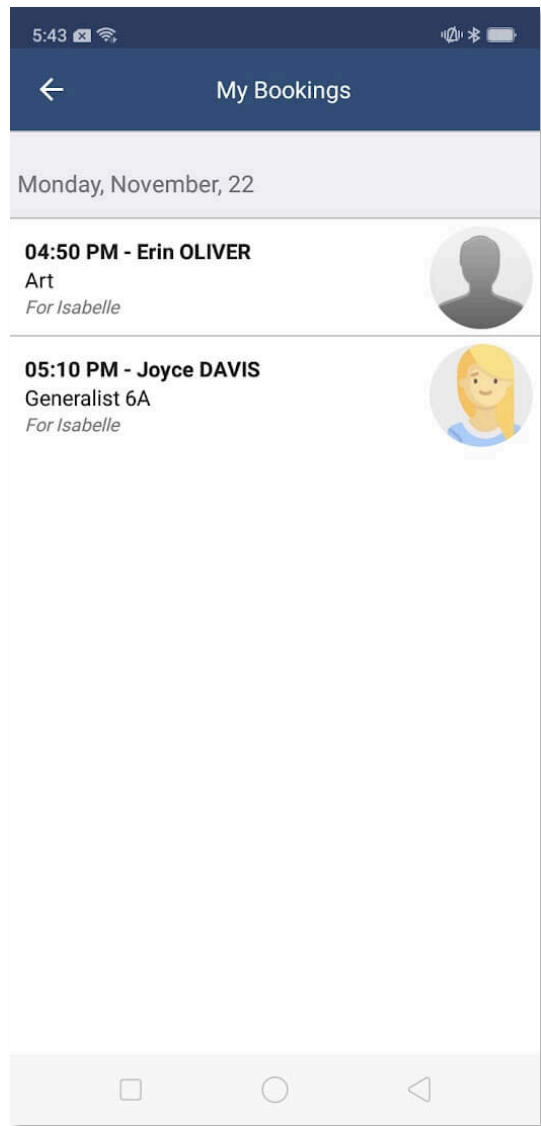
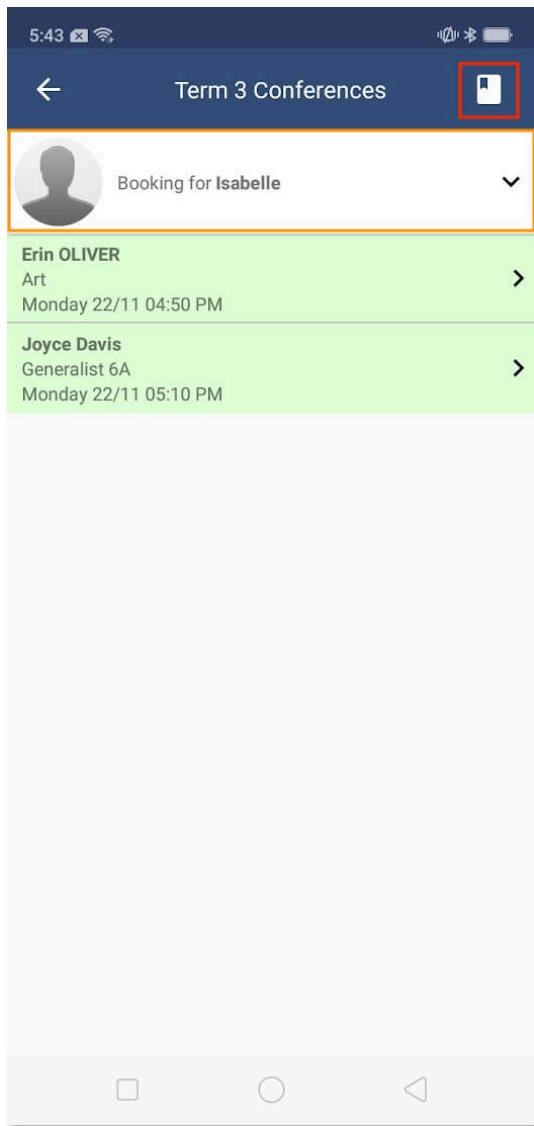
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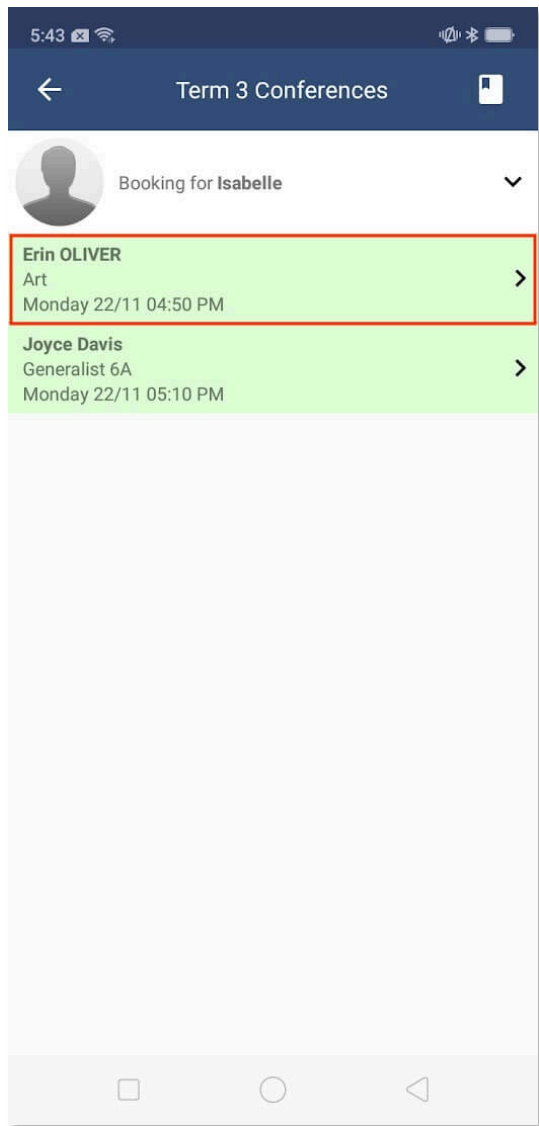
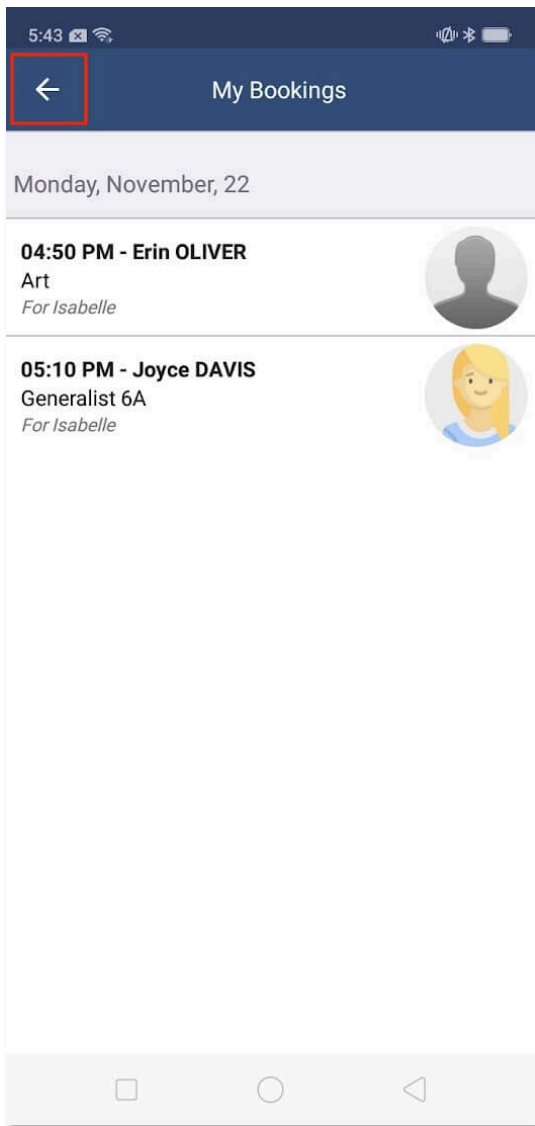
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Click the timeslot you are currently booked for, and select 'Remove Booking'.

