Cummer Valley's Parent-Interview Booking System

Parents can access the online appointment system by visiting:

http://cummervalley.schoolappointments.com

Registering:

If you are a first time user, you must register by clicking on the **'Click here to Register'** link under the **'Login'** button.
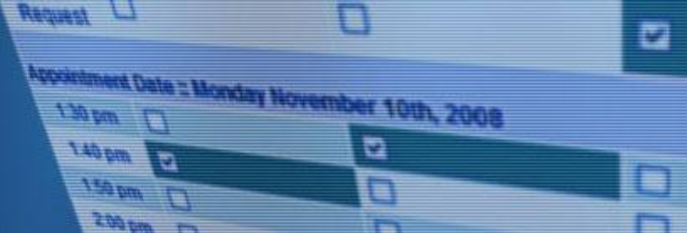
Users must fill in the registration form and click **'Register Now.'**

Adding Students:

Once you have successfully registered, you can log in to the system and register your child. You are required to add your child to the system, prior to scheduling appointments.

By clicking on the "Add a Student" button parents will be able to add all their students.
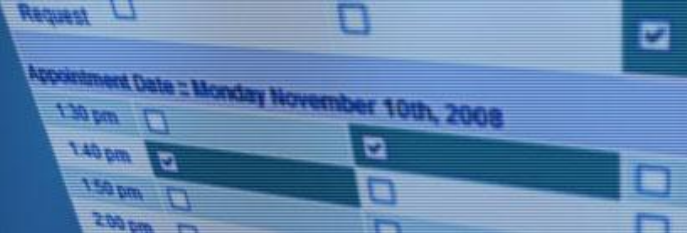
As each student is added, he/she will appear in a list for you to schedule appointments. You may also edit or delete students from this list, if needed.

Scheduling Appointments

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" button beside the student's name. Parents must then select their child's teacher(s) from the given list.

Next, parents are shown the calendars of the selected teachers.

The calendar above displays the appointment calendar for a teacher and shows one appointment time that is unavailable for booking.

Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green. Click the 'Book Appointments' button to confirm the timeslot the parent has selected.

Once the appointments are booked the screen will display the list of appointments for the student.

A parent can view all their appointments for a schedule by selecting the schedule from the 'PROFILE' menu tab. Appointments can also be printed from the view screen.