

# Admission Guidance Meetings – SchoolCloud Booking Guide



We will be using the SchoolCloud system for booking and conducting virtual admission guidance meetings.

The system can be accessed here: <https://sixthformadmissions.schoolcloud.co.uk/>

The screenshot shows the 'Comberton Sixth Form' login page on SchoolCloud. It includes a header with the school name, the 'SchoolCloud' logo, a welcome message, and a support email address. The login form contains fields for 'Parent Login Code', 'Student Date Of Birth' (with dropdowns for day, month, and year), 'Email', and 'Confirm Email'. A green 'Log In' button is at the bottom.

## Step 1: Log in

To login to your account you will need the following 3 things:

1. The login code you were emailed
2. Your date of birth
3. The personal email you used on your application.

The screenshot shows the 'Admissions Guidance Meeting (Wednesday)' selection screen. It features a header, a description of the meetings for September 2021, and a 'Click a date to continue' section. A date card for 'Wednesday, 3rd February' is highlighted as 'Open for bookings'. A link for 'I'm unable to attend' is also visible.

## Step 2: Select a date

Depending on your school you may have 1 or 2 dates to choose from.

The screenshot shows the 'Choose Teachers' selection screen. It includes a header, a note about unchecking teachers, and a list of teachers. 'Mrs H Powell' is selected with a green checkmark. A green 'Continue to Book Appointments' button is at the bottom.

## Step 3: Confirm teacher

You will have been allocated to a specific member of the sixth form team and their name will appear here.

Click continue to book appointments.

Mrs H Powell  
Guidance Meeting  
Testsarah Testthomas

08:45 +

09:00 +

09:15 +

09:30 +

09:45 +

10:00 +

#### Step 4: Book appointment

Click on any of the green slots to make an appointment.

To change an appointment, delete the original by hovering over the blue box and clicking Delete. Then choose an alternative time.

**Finished - Appointments Saved**  
Your appointments have been saved and an email will be sent confirming your appointments.

[Click here](#) to view/print your appointments or invite another parent/guardian to the video call.

#### Step 5: Booking confirmed

Once you have made a booking you will receive an email from the SchoolCloud system confirming your appointment.

**Admissions Guidance Meeting (Friday)** Friday, 5th February  
1 appointment from 08:45 to 08:59

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

Admission guidance meetings for students applying to Comberton Sixth Form for September 2021

	Teacher	Student	Subject
08:45	Mr J Frost	Testsarah Testthomas	Guidance Meeting

#### Step 6: Inviting a parent/carer

Clicking on 'My Bookings' on the left-hand side of the screen will take you to the details of your meeting.

Click on 'Invite Parent/Guardian'

**Invite Parent/Guardian** ✕

You may invite an additional parent/guardian to also attend the video call.

**Name \***

**Email \***

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

[Send Invite](#) [Close](#)

The next window will allow you to enter the name and email address of the parent/carer that will join your meeting.

An email invitation will then be sent by the SchoolCloud system with a link to join.

**If you require and help or support making your book, please get in touch:**

**01223 265470**

**[sixthform@combertonvc.org](mailto:sixthform@combertonvc.org)**