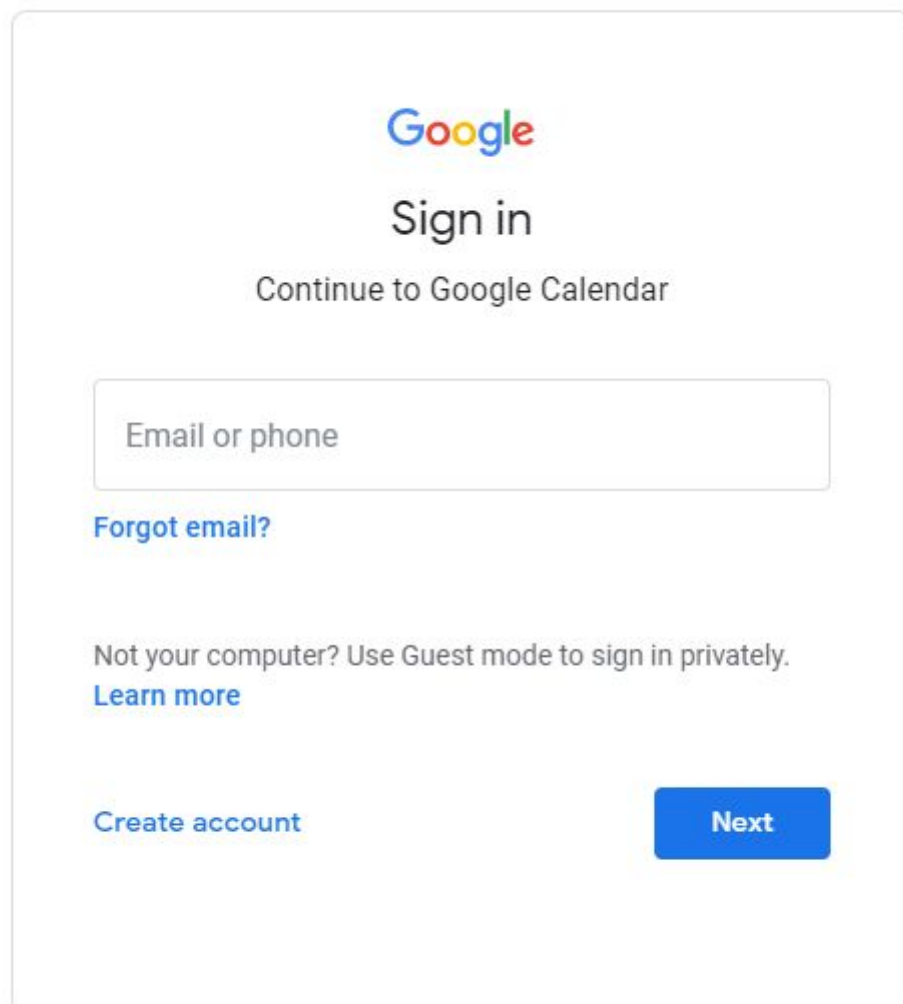




How to book an appointment for uniform collection

1. Click on the following link to access the booking page: [Uniform Booking Page](#)
2. You may be prompted to sign in with a Google Account.
3. Sign in with your son's school email address ending in @calday.co.uk. (This was sent out in a previous email)

NOTE: Non-school addresses will not be able to book appointments. It must be a school issued address.

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Continue to Google Calendar". Below this is a text input field with the placeholder "Email or phone". Underneath the field are two links: "Forgot email?" and "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".



- You will be shown a calendar of the current week. Click on the button in the middle of the page to skip to the next available appointment.

The screenshot shows a calendar interface for the week of July 12-18, 2020. The current date is Sunday, July 12. A message box in the center of the calendar grid states: "There are no appointment slots available in the time range shown. Next available appointment slot on 3 Aug 2020." The message box is highlighted with a red border and has red arrows pointing to it from the top, bottom, left, and right.

- You will see a list of available slots for the first week. Times are shown on the left side and dates across the top. You can change the current week as shown below.

The screenshot shows a calendar interface for the week of August 2-8, 2020. The current date is Sunday, August 2. The calendar grid shows a list of available appointment slots for each day. Red annotations include: "Change Week" with an arrow pointing to the date selection area; "Switch to Day/Week View" with an arrow pointing to the "Day" button; and "Available Appointments" with arrows pointing to the list of slots for Monday and Thursday. The slots are listed in a grid format with times on the left and dates across the top.



6. Click on a date/time you would like to book and press save. Do not fill in any other information.

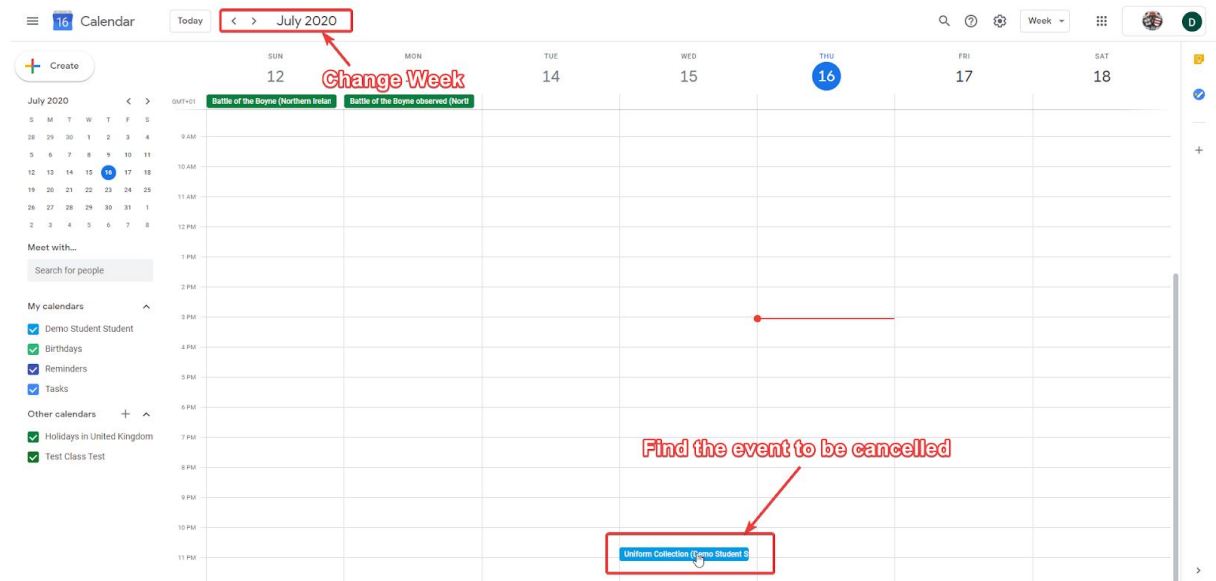
A screenshot of a software dialog box titled "Book an appointment". The dialog box has a light blue header with a close button (X) in the top right corner. The main area contains several fields: "What" with the text "Uniform Collections SP1 (Demo Student Student)", "When" with "Thu, 6 August, 2:00pm – 2:10pm", "Who" with "Demo Student Student", "Where" with an empty text box, and "Description" with a larger empty text area. At the bottom left, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border. On the right side of the dialog box, there is a "Tip" section that reads: "Tip: You can customise the details of the event after you save it." The background of the window shows a grid of dates, with "Thu, 6 August" visible.

Please do not book more than one appointment.

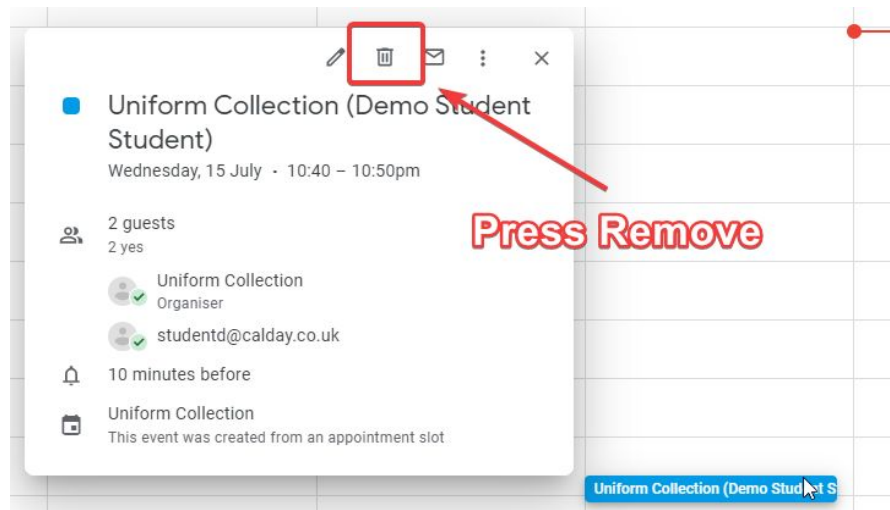


How to cancel an appointment

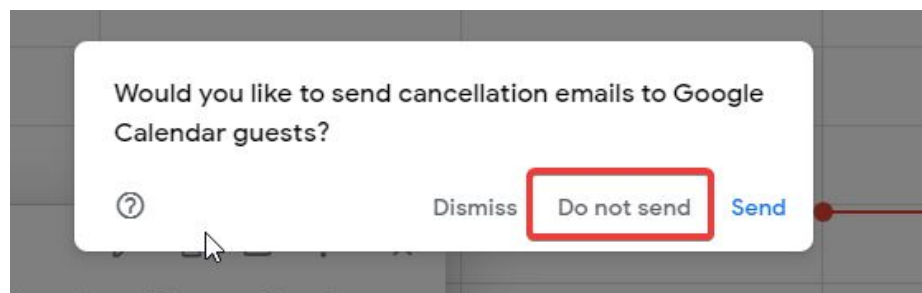
1. If you wish to cancel your appointment, go to <http://calendar.google.com> and sign in with your son's email account
2. Find the event you wish to cancel and select it



3. Press the trash can icon to remove it from your calendar



4. On the next dialogue press "Do Not Send" and your booking will be removed. You can follow the steps above to make a new booking if you have not already done so.



If you have any issues with the steps above, please email ithelpdesk@calday.co.uk