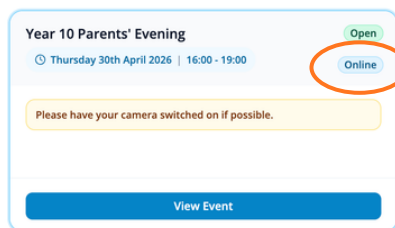


1. Getting Started

- You will receive an email from **welcome@smidreport.com** with your username and temporary password.
- Create a strong password to complete your setup when directed to www.smid.herokuapp.com from the email.

2. Logging In

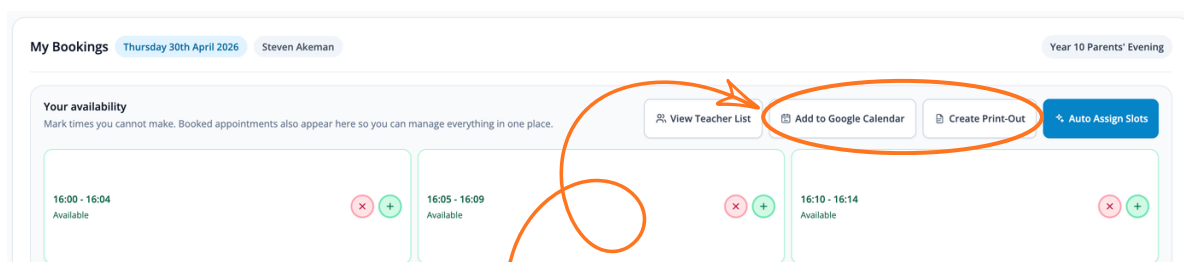
- You will see the upcoming parents' evening event.



- The event tile shows whether it is a video call or in-person.
- Check for any messages from the school displayed in yellow.

3. Booking Appointments

- Mark any times you are unavailable using the red cross. 
- Search for teacher availability individually, or use 'Auto Assign Slots'. 
- Cancel and re-assign slots anytime while booking is open. 

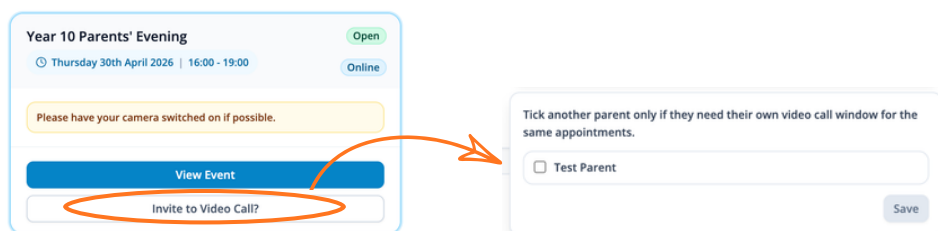


4. Managing Your Bookings

- Add the event to your Google Calendar.
- Print your schedule if needed.

5. Inviting Another Parent/Guardian

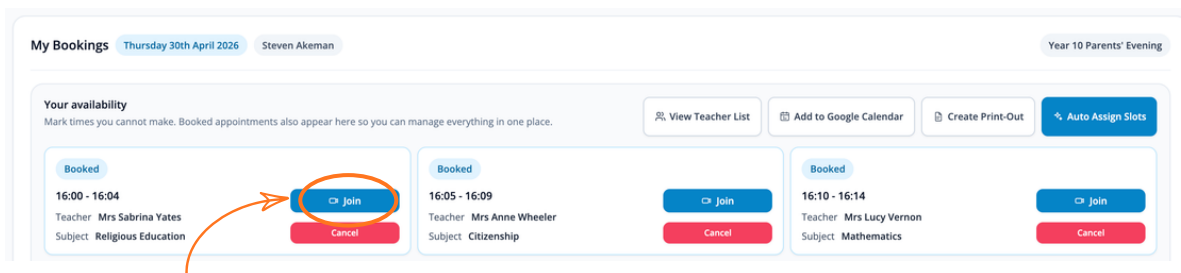
- If you booked first, you can invite another parent/guardian.



- Only invite them if they are joining from a different location.
- Without an invite, they will not see your bookings.

Please see next page.

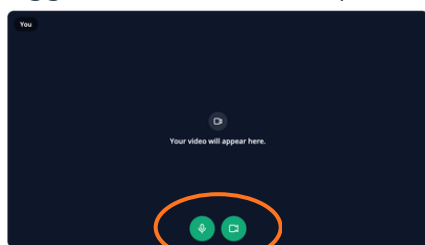
6. Joining Video Calls



- Click 'Join Call' when your slot begins.
- You will see the teacher's name, subject, and countdown.



- Toggle camera and microphone as needed.



- You will automatically move to the next slot after each call.
- You can leave or skip at any time.

7. Multiple Pupils

- Click the pupil's name at the top of the page.
- Book appointments for each pupil separately.



8. Need Help?

Please contact your school if you have any questions.