



Online booking will be open until February 19<sup>th</sup> at 11:00am

# Early Dismissal February 19<sup>th</sup> and 20<sup>th</sup> at 11:58am


## School Appointments - Parent Instructions

1. Go to [sandyhill.schoolappointments.com](http://sandyhill.schoolappointments.com)

**If you do not have an account**, register for an account by clicking the "REGISTER" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "Register Now" button.

Add your children into the system by clicking the "Add a Student" button. Click "Insert New" button to add more children.

**If you already have an account**, click on "Manage Students

2. Click the "date"  icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "View Calendars" button. Use the "Ctrl" or "Command" key to select multiple staff to view at the same time.



3. Click on available time slots to book your appointments to make your bookings.