

# Whanau Day Bookings 8 March 9-6pm

## Instructions for Parents/Caregivers

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Whanau teachers/Caregivers can book, view, update, print or cancel their Whanau Day bookings.

### How to book your time:

1. Log into the School website [www.taupocollege.ac.nz](http://www.taupocollege.ac.nz) using the lock icon
2. From the dashboard select the "Whanau Day Interview" button



Note if you cannot remember your login select the "Sign in with Magic Link" and follow the instruction

3. Click on the "Book Time" button at the bottom of the instruction page

4. Click on the relevant time slot

Tuesday 8th March						
	9:00 am	9:20 am	9:40 am	10:00 am	10:20 am	10:40 am
Mr Simm	9:00 am	9:20 am	Booked	10:00 am	10:20 am	10:40 am

9:40am

Tuesday 8th, March

 Save to your Calendar

H9

CSI

Mr C. Simm [CSI]

Booked by Kate Fowler (Caregiver)

View Booking

Update

Cancel

5. IMPORTANT ADDITIONAL STEP: click on "View Booking Summary" and scroll to the bottom of the page. In the section "Add a note about your booking;" please type one of the following key words Zoom, Phone or Face

- a. **Zoom** link - your child's Whanau teacher will call you at the allotted time via Zoom
- b. **Phone** call - your child's whanau teacher will call you at the allotted time on the primary contact number
- c. **Face** to face (onsite) You will meet your child's whanau teacher at the allotted time in their whanau room stated on the booking. In the example above this is H9.

Please remember to press the "Save Note" button once you have written your preferred option.

Add an note about your booking:

Add an note about your booking for the school to see...

Save Note

6. At this point you can select further options to save calendar date/time, cancel or update the booking time

- a. The calendar button will export your bookings to a calendar or use the print function for a hard copy
- b. "Cancel" button allows you to cancel a booking or "Update" to change the time

**Note:** You can update your time by clicking on the "Update" button and reselecting your preferred time up to 7 March 1pm.