



Bookings Module: User Guide

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Welcome to *Bookings*!

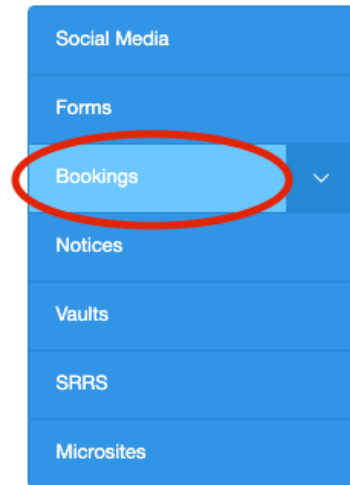
This user guide shows you how to create and manage Parent Teacher Interview schedules with the **Bookings Module**!

School staff can:

- Create an interview schedule personalized for each teacher
- Publish a parent signup form on the school website
- View, edit, and create parent bookings manually in Rally

Parents can:

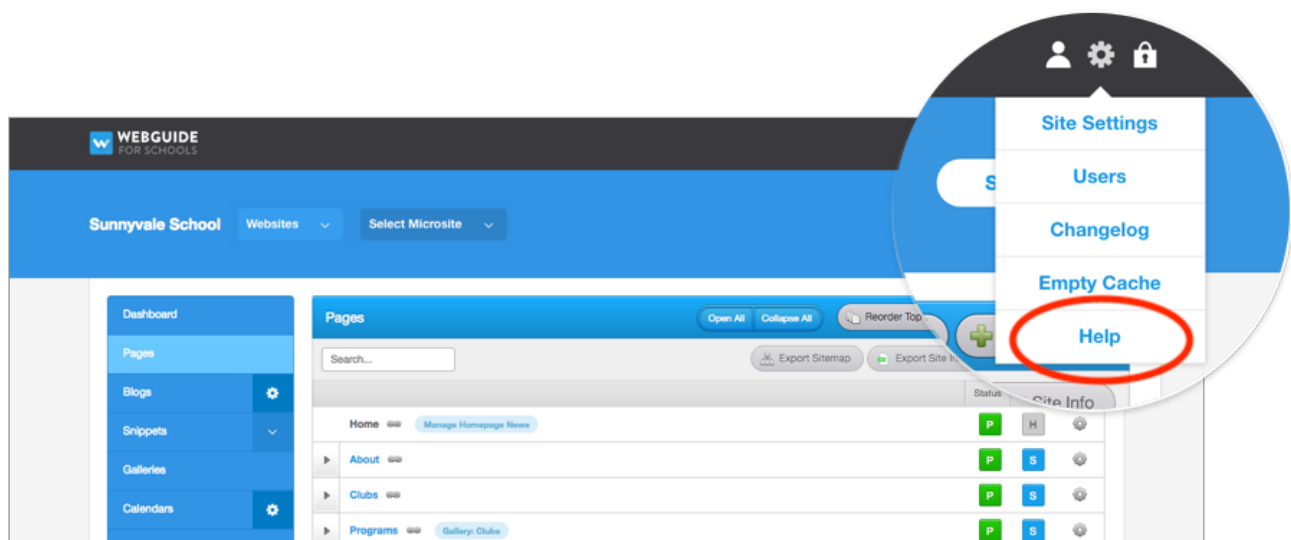
- Select their interview time slots on the school website
- Receive a confirmation email with a calendar event
- Return to the school site to modify their bookings during the registration period



To begin, login to **Rally** and click on the **Bookings** tab in the menu.

We're Here to Help

Have questions? Contact us for support using the built-in Help form in Rally. Go to the **Help** section and click **Contact Us**.

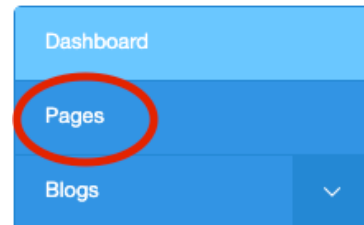


About Parent Signup Forms

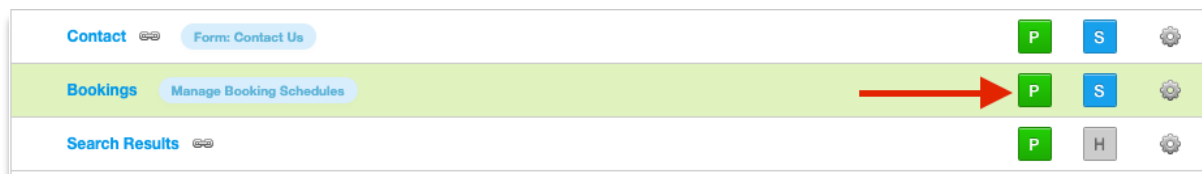
Parents will visit your school website to select their interview Time Slots. The parent signup form will be found on a webpage called **Bookings**.

Your *Bookings* page will be in Draft mode at first, meaning it is not visible to website visitors. Click the **Pages** tab in your menu to see the status of the *Bookings* page.

The yellow square ('D') indicates the page is in Draft mode:



When you are ready to publish a signup form on your website, click the yellow square ('D'). It will turn green ('P'). This means the page is published and visible to parents on your website:



Your *Bookings* page lists Events that are open for registration. It also lists upcoming Events not yet open for registration:

Bookings

Open for Registration

Event Name	Registration Closes on	
January PTI	Jan 24, 2020	Register Now

Upcoming

Event Name	Registration Opens on
February 2020 Parent Teacher Interviews	Jan 27, 2020 at 5:00pm

Manage Classes and Teachers

In the Bookings module a Parent Teacher Interview schedule is called an **Event**.

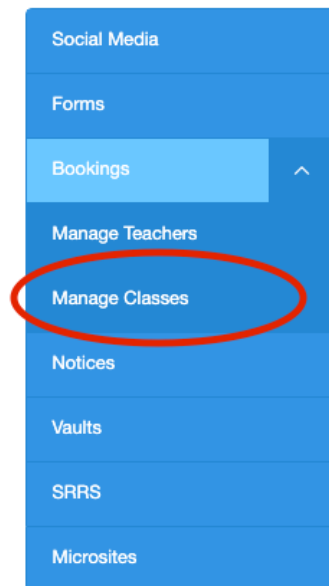
Your Event schedules will group **Teachers** into **Classes**. This helps parents to quickly locate their children's teachers on the signup form.

Before creating your first Event you must create a list of Classes and Teachers in the Bookings module:

1. Add Classes

Add every **Class** that will be included in your Event schedule.

1. Click the **Manage Classes** tab in the menu.
2. Click **Add Class**.
3. Enter the Class **Name** and click **Save**.
4. Repeat until all Classes have been added.



Examples of **Classes** include:

- *Room 1, Room 2, Room 3*
- *Kindergarten, Grade 1, Grade 2*
- *Math, Science, English*

WHEN YOU CREATE AN EVENT, YOU'LL BE ABLE TO EDIT THE LABEL "CLASSES" TO SOMETHING DIFFERENT, FOR EXAMPLE:

- **"Grade"**
- **"Subject"**
- **"Homeroom"**

You can edit or delete Classes:

TO EDIT THE NAME OF A CLASS:

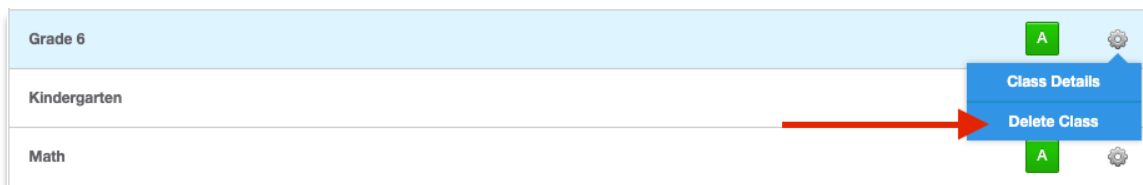
1. Click the **Manage Classes** tab in the menu.
2. Click the **Actions** menu (gear icon) next to the class you wish to edit.
3. Click **Class Details**.
4. Edit the Class **Name** and click **Save**.



TO DELETE A CLASS:

1. Click the **Actions** menu (gear icon) next to the Class you wish to delete.
2. Click **Delete Class**.

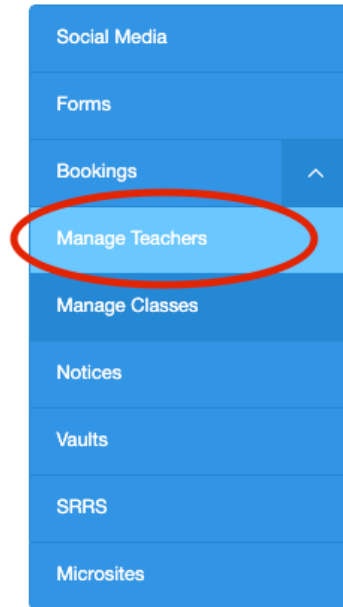
Note: If a Class is currently part of an Event schedule you will NOT be able to delete it.



2. Add Teachers

Create a list of the **Teachers** at your school.

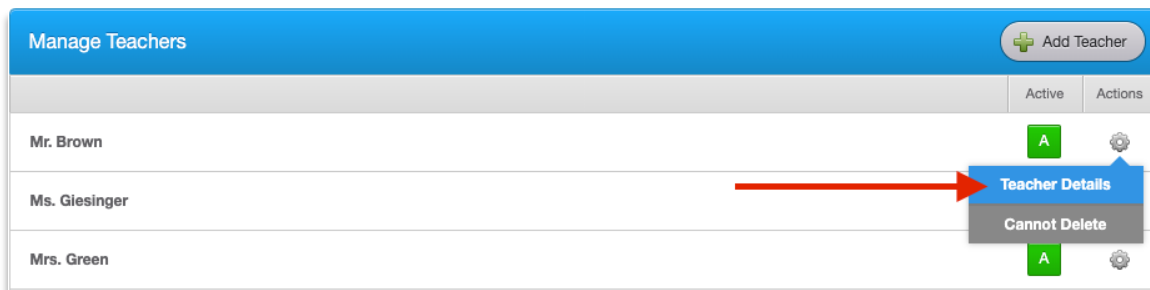
1. Click the **Manage Teachers** tab in the menu.
2. Click **Add Teacher**.
3. Enter the Teacher **Name** and click **Save**.
4. Repeat until all Teachers have been added.



You can edit or delete Teachers:

TO EDIT AN EXISTING TEACHER:

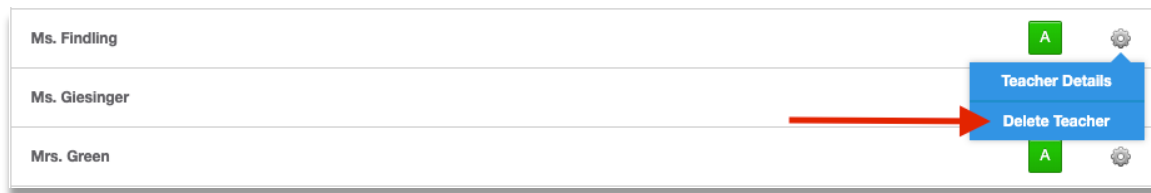
1. Click the **Manage Teachers** tab in the menu.
2. Click the **Actions** menu (gear icon) next to the Teacher you wish to edit.
3. Click **Teacher Details**.
4. Edit the Teacher **Name** and click **Save**.



TO DELETE A TEACHER:

1. Click the **Actions** menu (gear icon) next to the Teacher you wish to delete.
2. Click **Delete Teacher**.

Note: If a Teacher is currently part of an Event schedule you will NOT be able to delete the Teacher.



Create a Parent Teacher Interview Event

PART I: EVENT SETUP

Note: Before creating your first parent teacher interview Event, you must add **Classes** and **Teachers**. See the Section above (“Manage Classes and Teachers”) for help adding Classes and Teachers.

1. Click on the **Bookings** tab in the menu.
2. Click **Add Event**.
3. Give your new Event a **Label**. The Label will be visible on the Event signup form on your website. *Example: “October Teacher Interviews”*
4. Add **Notes (optional step)**. Notes will be visible on the Event signup form on your website. Notes can be used to provide additional instructions to parents.
5. Select ‘Yes’ to “**Event Requires Classes and Teachers**”.
6. **Status** can be set to Published or Draft. If set to Draft, the Event signup form will *not* be visible on your website.
7. Select **Registration Opens** and **Registration Closes** dates and times. The Event signup form will be visible on your website between the dates/times you select *only if* the Status is set to Published

8. Edit **Label Settings** (optional step). By default, the Event signup form uses the labels “Class”, “Teacher”, “Parent” and “Student”. You may change these labels in the Label Settings section if you wish. *Example: change “Class” to “Grade”*

▼

Label Settings (Optional)

Class Label <input type="text" value="Grade"/> <small>If left blank "Class" will be used.</small>	Class Plural Label <input type="text" value="Grades"/> <small>If left blank <Class Label> + "s" will be used. eg. "Classes"</small>
Teacher Label <input type="text" value="Teacher"/> <small>If left blank "Teacher" will be used.</small>	Teacher Plural Label <input type="text" value="Teachers"/> <small>If left blank <Teacher Label> + "s" will be used. eg. "Teachers"</small>
Registrant Label <input type="text" value="Parent/Guardian"/> <small>If left blank "Registrant" will be used.</small>	Registrant Plural Label <input type="text" value="Parents/Guardians"/> <small>If left blank <Registrant Label> + "s" will be used. eg. "Registrants"</small>
Dependent Label <input type="text" value="Student"/> <small>If left blank "Dependent" will be used.</small>	Dependent Plural Label <input type="text" value="Students"/> <small>If left blank <Dependent Label> + "s" will be used. eg. "Dependents"</small>

9. Select the **Start Date** and **End Date** (the first and last dates of the Event).
10. Enter the **Time Slot Duration in Minutes**.

Example: enter “15” to create a schedule of 15-minute time slots

Date(s)

Start*	End*	Time Slot Duration in Minutes*
<input type="text" value="02/05/2020"/>	<input type="text" value="02/06/2020"/>	<input type="text" value="15"/>

11. For each of the dates in your schedule, enter the **Start Time** and **End Time**. The Bookings module will automatically calculate the available Time Slots.

- Click on any Time Slot to mark it as an **Exception** (optional step). Time Slots marked as Exceptions will *not* be available to registrants on the Event signup form on your website. Exceptions are shaded black in Rally:

Time Slots

Wednesday, Feb 5th

Start Time
1:00PM

End Time
4:30PM

Exceptions
Select time slots to remove from the event schedule.

1:00pm	1:15pm	1:30pm	1:45pm	2:00pm	2:15pm	2:30pm
2:45pm	3:00pm	3:15pm	3:30pm	3:45pm	4:00pm	4:15pm

- Click **Save & Add Classes**.

PART II: SCHEDULE DETAILS

You will now add **Classes** and **Teachers** to your Event schedule and will have the opportunity to individualize the schedule for each teacher.

Important: If a Teacher is added to two Classes that Teacher will have two personal schedules. This means it is possible for the Teacher to be double-booked. A Teacher should *usually* not be added to more than one Class.

For example, a Teacher who teaches Grades 1 and 2 should be placed in one Class named “Grade 1/2”, not in two Classes named “Grade 1” and “Grade 2”.

- Check the box next to each **Class** that will be included in your Event schedule.

Manage Classes for February 2020 Parent Teacher Interviews

Or

<input type="checkbox"/> Biology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Elementary	<input checked="" type="checkbox"/> Grade 1
<input checked="" type="checkbox"/> Grade 2	<input checked="" type="checkbox"/> Grade 3	<input checked="" type="checkbox"/> Grade 4	<input checked="" type="checkbox"/> Grade 5
<input checked="" type="checkbox"/> Grade 6	<input checked="" type="checkbox"/> Kindergarten	<input type="checkbox"/> Math	<input type="checkbox"/> Middle
<input type="checkbox"/> Physics	<input type="checkbox"/> Secondary		

- Click **Save & Add Teachers**.

3. Add one or more **Teachers** to each **Class** by clicking the checkbox next to the Teacher name.

Manage Teachers for February 2020 Parent Teacher Interviews

Save Or Cancel

▼ Grade 1

<input type="checkbox"/> Mr. Brown	<input checked="" type="checkbox"/> Ms. Findling	<input type="checkbox"/> Ms. Giesinger	<input type="checkbox"/> Mrs. Green
<input type="checkbox"/> Mr. Hennessy	<input type="checkbox"/> Mr. Mebs	<input type="checkbox"/> Mr. Saunders	<input type="checkbox"/> Ms. Shymko
<input type="checkbox"/> Ms. Smith	<input type="checkbox"/> Mr. Smylski	<input checked="" type="checkbox"/> Miss White	

▼ Grade 2

<input type="checkbox"/> Mr. Brown	<input type="checkbox"/> Ms. Findling	<input type="checkbox"/> Ms. Giesinger	<input type="checkbox"/> Mrs. Green
<input checked="" type="checkbox"/> Mr. Hennessy	<input type="checkbox"/> Mr. Mebs	<input type="checkbox"/> Mr. Saunders	<input type="checkbox"/> Ms. Shymko
<input checked="" type="checkbox"/> Ms. Smith	<input type="checkbox"/> Mr. Smylski	<input type="checkbox"/> Miss White	

4. Click **Save**.

You may now individualize the schedule for each teacher:

5. The default **Number of Bookings Per Time Slot** is 1, meaning only one registrant can sign up for each Time Slot. You may change the Number of Bookings Per Time Slot.
Example: setting the Number of Bookings Per Time Slot to '2' means a maximum of two registrants can sign up for each Time Slot.
6. Click Time Slots to mark them as **Exceptions** on individual teachers' schedules. Time Slots marked as Exceptions will be shaded black in Rally. Exceptions will not be available to registrants on the Event signup form on your website.

▼ Grade 1

Ms. Findling

Number of bookings per time slot

4

Wednesday, Feb 5th

1:00pm	1:15pm	1:30pm		2:00pm	2:15pm	2:30pm
2:45pm	3:00pm	3:15pm	3:30pm	3:45pm	4:00pm	

7. Click **Save**.

CAN A TEACHER BE ADDED TO MORE THAN ONE CLASS?

No, a teacher should *usually* only be in one class!

Here's an example:

Ms. Smith teaches both grade 6 and grade 7. If she is put in two classes (*Grade 6* and *Grade 7*) it's possible that she will be double-booked:

The screenshot displays two scheduling panels for Ms. Smith on Thursday, Feb 27th. Each panel includes a dropdown for the grade, the teacher's name, a field for the number of bookings per time slot (set to 1), and a grid of time slots. In the Grade 6 panel, the 3:15pm and 3:30pm slots are highlighted in blue and labeled '1/1 time slots reserved'. In the Grade 7 panel, the 2:45pm slot is highlighted in blue and labeled '1/1 time slots reserved'. Both panels feature an 'Add Teacher' button at the bottom.

Grade 6						
Ms. Smith						
Number of bookings per time slot						
1						
Thursday, Feb 27th						
2:00pm	2:15pm	2:30pm	2:45pm	3:00pm	3:15pm	3:30pm
					1/1 time slots reserved	1/1 time slots reserved
3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm
5:30pm	5:45pm					
+ Add Teacher						

Grade 7						
Ms. Smith						
Number of bookings per time slot						
1						
Thursday, Feb 27th						
2:00pm	2:15pm	2:30pm	2:45pm	3:00pm	3:15pm	3:30pm
			1/1 time slots reserved			
3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm
5:30pm	5:45pm					
+ Add Teacher						

To avoid double booking choose one of these two options:

Option 1: Put the teacher in just one class

Choose **one** class label that will help parents find Ms. Smith on the registration form, for example “Grade 6/7” or “Middle School”:

The screenshot shows a web interface for a teacher named Ms. Smith. At the top, there is a dropdown menu set to "Grade 6/7". Below this, the teacher's name "Ms. Smith" is displayed. A section titled "Number of bookings per time slot" contains a text input field with the number "1". Below this, the date "Thursday, Feb 27th" is shown. A grid of time slots is presented, with each slot in a separate box. The slots are arranged in three rows: the first row has slots from 2:00pm to 3:30pm in 15-minute increments; the second row has slots from 3:45pm to 5:15pm in 15-minute increments; and the third row has slots for 5:30pm and 5:45pm. At the bottom left of the interface is a button with a green plus icon and the text "Add Teacher".

Grade 6/7						
Ms. Smith						
Number of bookings per time slot						
<input type="text" value="1"/>						
Thursday, Feb 27th						
2:00pm	2:15pm	2:30pm	2:45pm	3:00pm	3:15pm	3:30pm
3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm
5:30pm	5:45pm					
+ Add Teacher						

Option 2: Put the teacher in two classes and use Exceptions so there are no overlaps in the teacher's schedule

Ms. Smith is available for Grade 6 appointments between 2:00 pm and 4:00 pm and Grade 7 appointments between 4:00 pm and 6:00 pm. The time slots shaded black are Exceptions:

Grade 6

Ms. Smith

Number of bookings per time slot

1

Thursday, Feb 27th

2:00pm	2:15pm	2:30pm	2:45pm	3:00pm	3:15pm	3:30pm
3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm
5:30pm	5:45pm					

+ Add Teacher

Grade 7

Ms. Smith

Number of bookings per time slot

1

Thursday, Feb 27th

2:00pm	2:15pm	2:30pm	2:45pm	3:00pm	3:15pm	3:30pm
3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm
5:30pm	5:45pm					

+ Add Teacher

Edit an Event

You can return to the Bookings tab in Rally to make changes to your Event settings.

Important: It is possible to edit an Event that has already opened for parent registration. Be aware that changes made to an Event that is open for registration can affect Bookings that parents have made through the Event signup form on your school website. For example, removing a Teacher from your Event also removes any interview Bookings parents have made with that Teacher.

EDIT EVENT DETAILS

Return to the **Event Setup** page to edit any of the following settings:

- Event Label
- Notes
- Event Status (Published/Draft)
- Registration Start and End Time
- Label Settings
- Event Dates and Times
- Time Slot Duration
- Exceptions

1. Click the **Bookings** tab in the menu.
2. Click the **Actions** menu ("gear" icon) next to your Event and select **Event Setup**.

The screenshot shows the 'Events' section of the Rally interface. At the top right is a '+ Add Event' button. Below is a table with columns: Title, Registration Opens, Registration Closes, Status, and Actions. Three events are listed: 'February Parent Teacher Interviews' (Closed), 'February 2020 Parent Teacher Interviews' (Ready), and 'January PTI' (Ready). A red arrow points from the 'January PTI' row to the 'Event Setup' option in the Actions menu, which also includes 'Detailed Schedule', 'Confirmation Email', and 'Delete Event'. A 'Past Events' section is visible at the bottom left.

Title	Registration Opens	Registration Closes	Status	Actions
February Parent Teacher Interviews	Dec 11th, 2019	Jan 20th, 2020	Closed	[Gear Icon]
February 2020 Parent Teacher Interviews	Jan 27th, 2020	Jan 31st, 2020	Ready	[Gear Icon]
January PTI	Jan 20th, 2020	Jan 24th, 2020	Ready	[Gear Icon] Event Setup Detailed Schedule Confirmation Email Delete Event

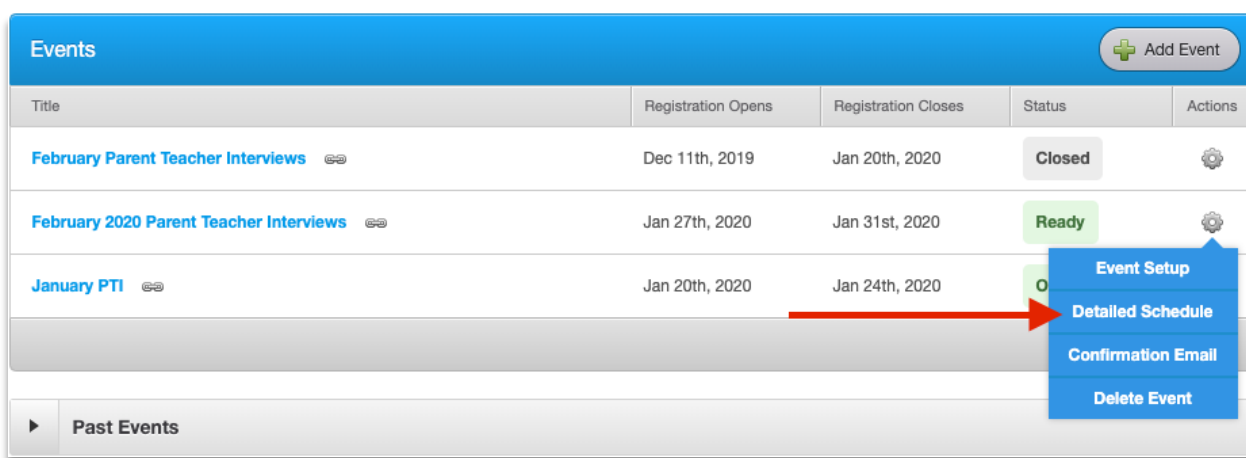
3. Edit your Event settings as required.
4. Click **Save**.

EDIT TEACHER SCHEDULE DETAILS

Return to the **Detailed Schedule** page to edit any of the following:

- Classes and Teachers on the Event schedule
- Exceptions for individual Teachers
- Number of Bookings Per Time Slot

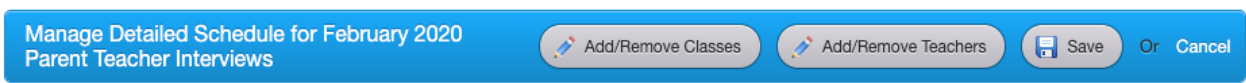
1. Click the **Bookings** tab in the menu.
2. Click the **Actions** menu ("gear" icon) next to your Event and select **Detailed Schedule**.



3. Edit the **Number of Bookings Per Time Slot** for individual Teachers if needed.
4. Click Time Slots to add or remove **Exceptions for individual Teachers**. Exceptions are shaded black in Rally.
5. Click **Save to keep your changes**.

To add or remove Classes or Teachers from the Event:

6. Click the **Add/Remove Classes** or **Add/Remove Teachers** button.



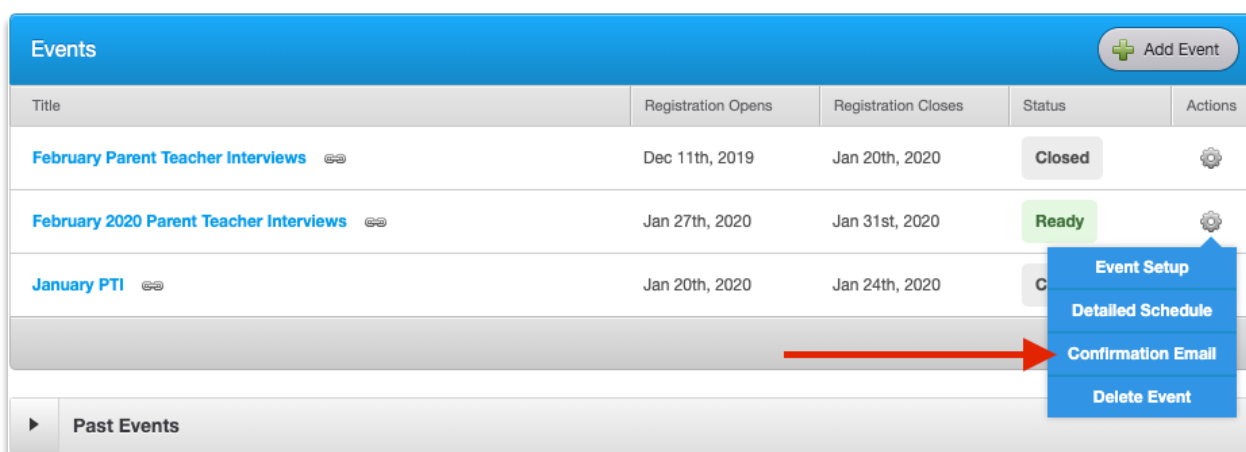
7. Select or deselect **Classes** or **Teachers** using the checkboxes.
8. Click **Save**.

EDIT CONFIRMATION EMAIL

When parents register for your Event they receive a confirmation email. The email contains a summary of the parent's Bookings.

You may customize the confirmation email, for example by adding instructions or event details to the body of the email that parents receive.

1. Click the **Bookings** tab in the menu.
2. Click the **Actions** menu ("gear" icon) next to your Event.
3. Select **Confirmation Email**.



The screenshot shows the 'Events' management interface. At the top is a blue header with the title 'Events' and a '+ Add Event' button. Below the header is a table with columns: Title, Registration Opens, Registration Closes, Status, and Actions. There are three event rows: 'February Parent Teacher Interviews' (Closed), 'February 2020 Parent Teacher Interviews' (Ready), and 'January PTI' (Closed). A red arrow points from the 'Confirmation Email' option in the 'Actions' menu of the 'January PTI' row to the 'Confirmation Email' option in the menu. The 'Actions' menu is open, showing options: Event Setup, Detailed Schedule, Confirmation Email, and Delete Event. Below the table is a 'Past Events' section.

Title	Registration Opens	Registration Closes	Status	Actions
February Parent Teacher Interviews	Dec 11th, 2019	Jan 20th, 2020	Closed	[Gear Icon]
February 2020 Parent Teacher Interviews	Jan 27th, 2020	Jan 31st, 2020	Ready	[Gear Icon]
January PTI	Jan 20th, 2020	Jan 24th, 2020	Closed	[Gear Icon]

Below the table is a 'Past Events' section.

4. Enter additional text in the body of the confirmation email.



The screenshot shows a text editor for the confirmation email body. The text inside the editor reads: 'Please do not park in the staff parking lot! We look forward to seeing you at the school.'

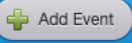






5. Click **Save**.

Edit Parent Bookings

Parent Bookings will appear on your Event schedule as parents sign up through the form on your school website.


VIEW BOOKINGS



1. Click the **Bookings** tab in the menu.
2. Click the title of your Event.

Events					
Title	Registration Opens	Registration Closes	Status	Actions	
February Parent Teacher Interviews 	Dec 11th, 2019	Jan 20th, 2020	Closed		
February 2020 Parent Teacher Interviews 	Jan 27th, 2020	Jan 31st, 2020	Ready		
January PTI 	Jan 20th, 2020	Jan 24th, 2020	Open		

3. **Time Slots with parent Bookings are shaded blue. Click on a blue Time Slot to see Booking information.**

Miss White						
Wednesday, Jan 29th						
12:00pm	12:15pm	12:30pm	12:45pm	1:00pm	1:15pm	
		1/1 time slots reserved	1/1 time slots reserved			

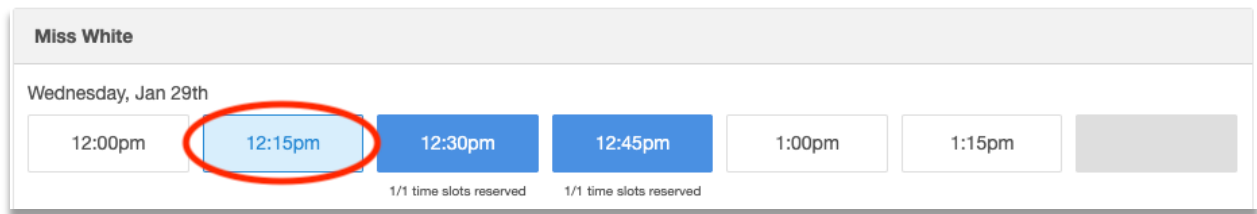
Biology: White 

Reservation 1  

Parent Name: Pete Parker
Student Name: Jack
Date and Time: Wednesday, January 29th: 12:30pm (15 Min)
Email: pete@test.com

CHANGE THE TIME OF A BOOKING

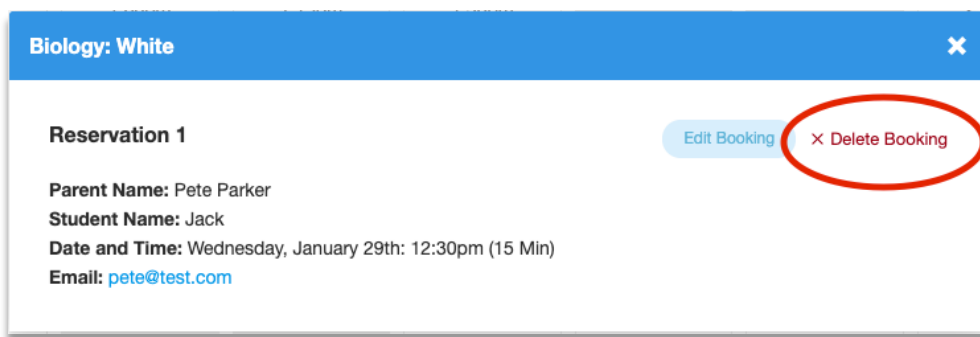
1. Click the **Bookings** tab in the menu.
2. Click the title of your Event.
3. **Click on a blue Time Slot to see Booking information.**
4. **Click Edit Booking.**
5. **To move the Booking to a new time, click on an available Time Slot. The new Time Slot will be shaded light blue.**



6. **Click Save to move the Booking to the new Time Slot. The parent will receive a new confirmation email with the new Booking time.**

DELETE A BOOKING

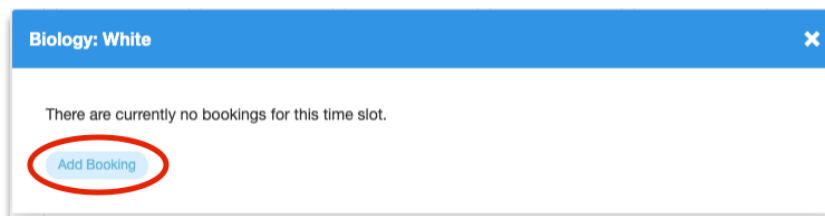
1. Click the **Bookings** tab in the menu.
2. Click the title of your Event.
3. **Click on a blue Time Slot to see Booking information.**
4. **Click Delete Booking.**



CREATE A NEW BOOKING

You can make a Booking on behalf of a parent.

1. Click the **Bookings** tab in the menu.
2. Click the title of your Event.
3. Click on an available Timeslot.
4. Click **Add Booking**.



5. Enter Parent Name, Parent Email and Student Name.

Parent Name*	<input type="text" value="Pete Parker"/>
Parent Email*	<input type="text" value="pete@test.com"/>
Student Name*	<input type="text" value="Jill"/>
Class	<input type="text" value="Biology"/>
Teacher	<input type="text" value="White"/>

6. Click **Save**. The parent will receive a confirmation email with details of the Booking.

Share the Schedule with Teachers

After registration has closed, you can export the entire Event schedule for your school's teachers.

1. Click the **Bookings** tab in the menu.
2. Click the title of your Event.
3. Optional: use the filters to export the schedule for a specific date and/or Teacher. If the filters are left blank you will export the entire Event schedule.
4. Click **Export Event**. The schedule will be exported as a PDF file that you can save or print.

