



HOW TO SCHEDULE A TIME USING BOOKED



STEP 1:

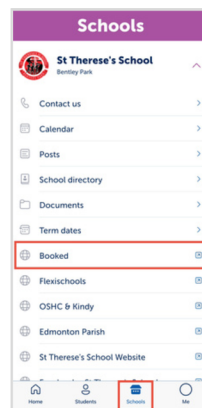
Open up the MyCE app on your mobile device.

Haven't downloaded the app yet? Search MyCE in the app store on your Apple or Android device.



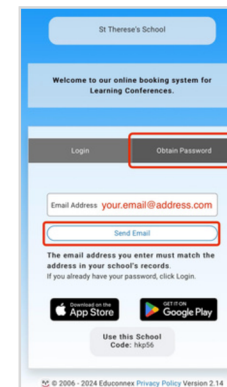
STEP 2:

Open up Booked using the link found under the Schools tab on the app.



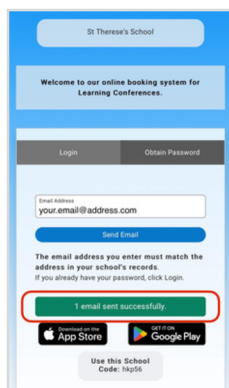
STEP 3:

Click on the *Obtain Password* heading, enter your email address and click *Send Email*.



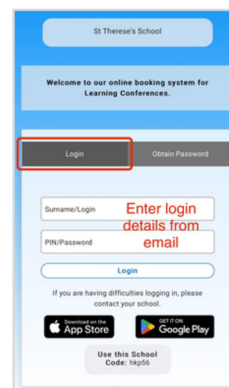
STEP 4:

Once you receive the notification that an email has been sent, open your emails to find the email from Booked with your login details.



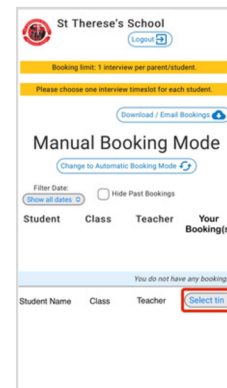
STEP 5:

Go back to Booked and click on the *Login* heading. Enter your login details received in the email then click *Login*.



STEP 6:

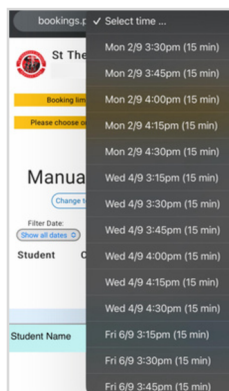
Once you are logged in click on the *Select time* button to see available times.



STEP 7:

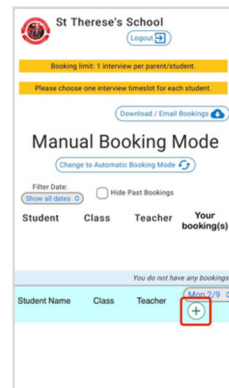
Select the date and time for your appointment from the list.

Please note that days and time will vary depending upon teacher availability.



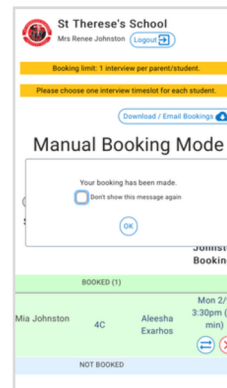
STEP 8:

Ensure you click on the + to confirm your booking. If this is not done your booking time will not be locked in.



STEP 9:

Once you receive this notification you have successfully made your booked your Learning Conference time.



If you have any issues please contact the School Office on 4081 3400