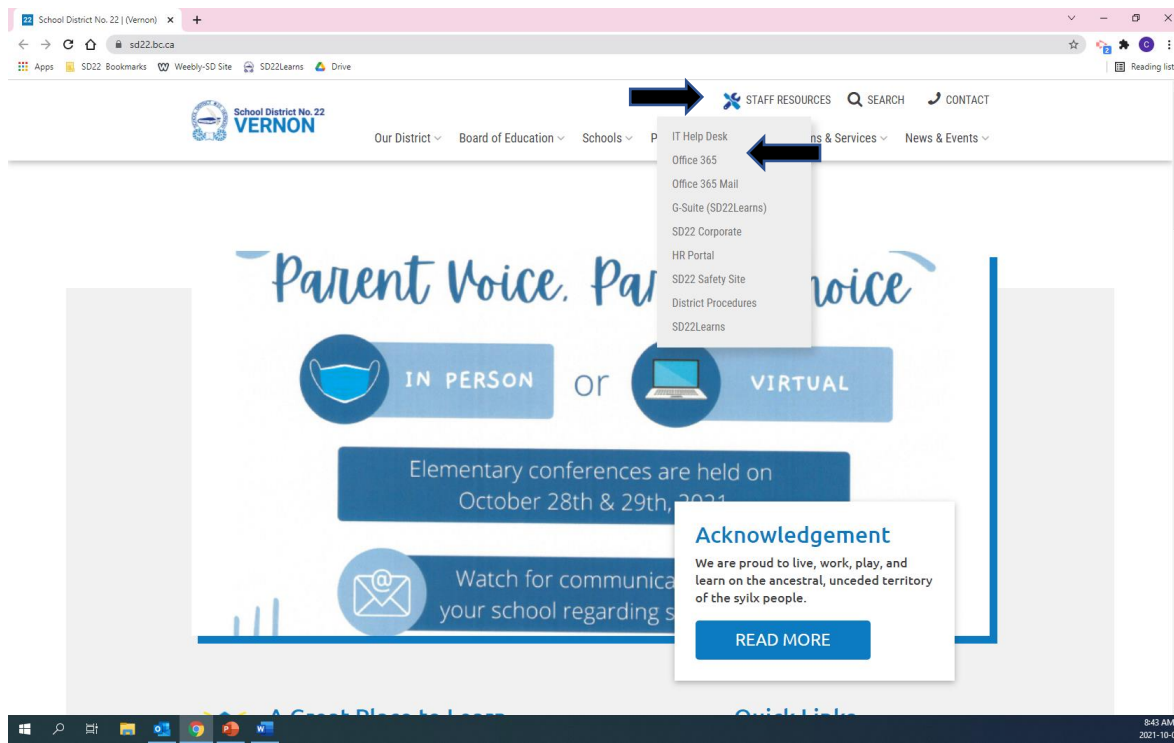
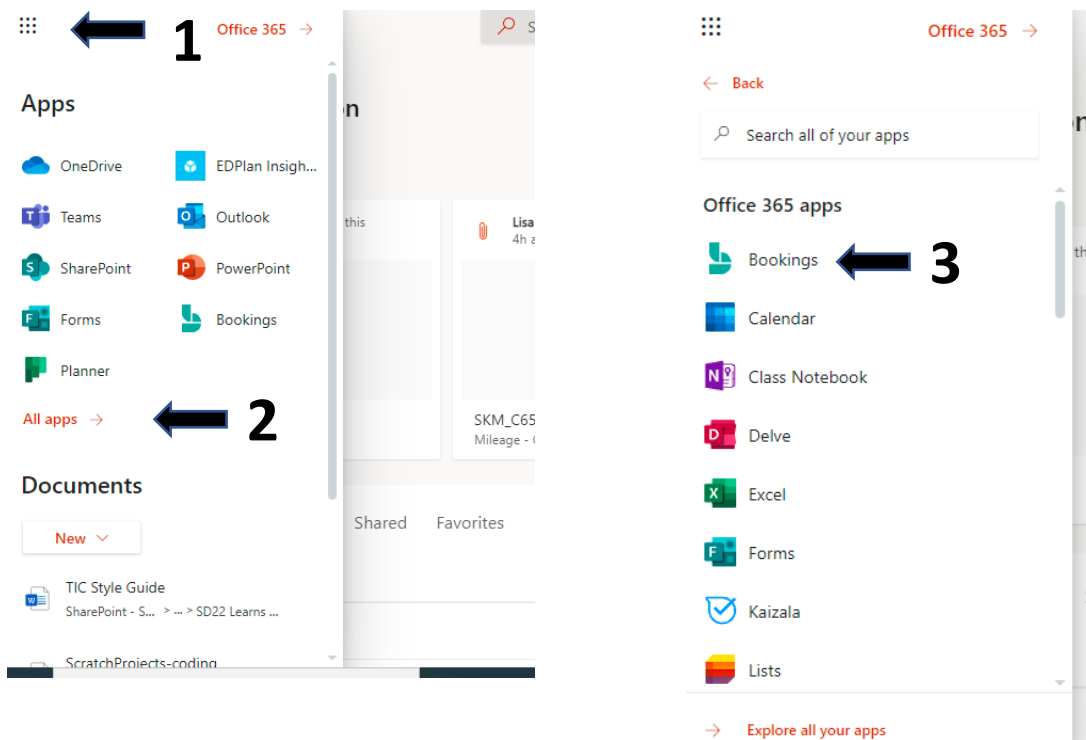


How to Set-up a Bookings Calendar for Fall Conferences

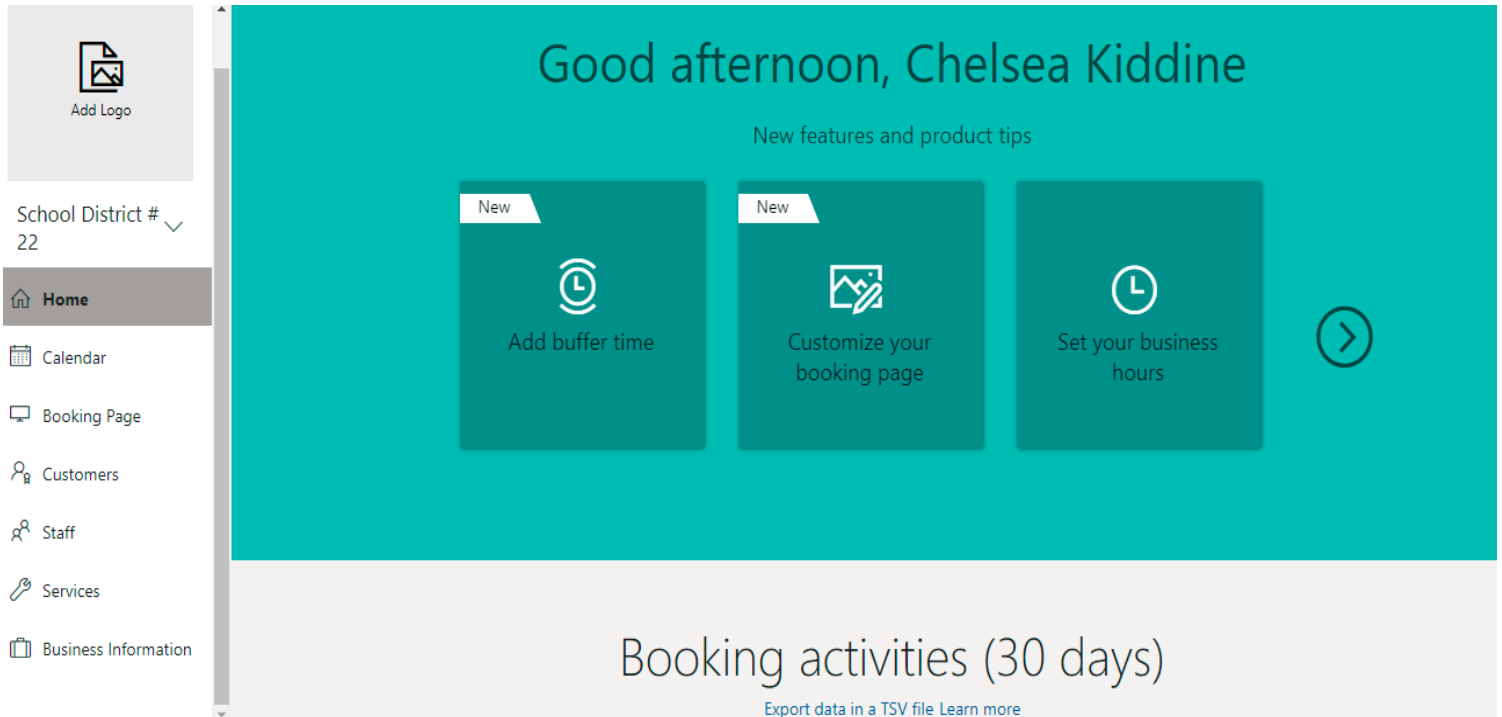
Step 1: Head to www.sd22.bc.ca and access the Office 365 link from staff resources.



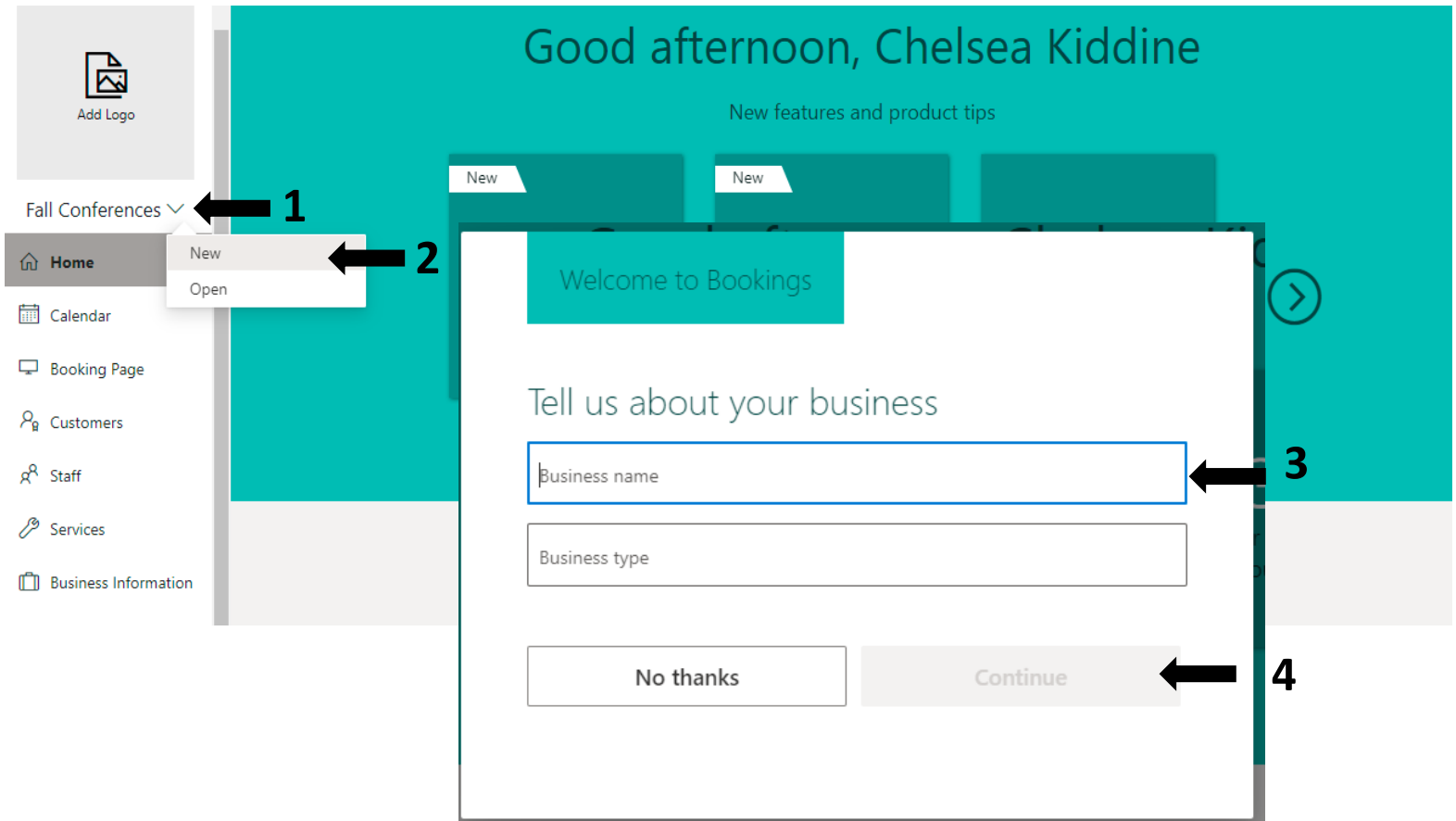
Step 2: Select bookings from the available apps on the left-hand side of the screen. You may need to follow the steps outlined in the diagram as 1,2,3 to locate it on your device.



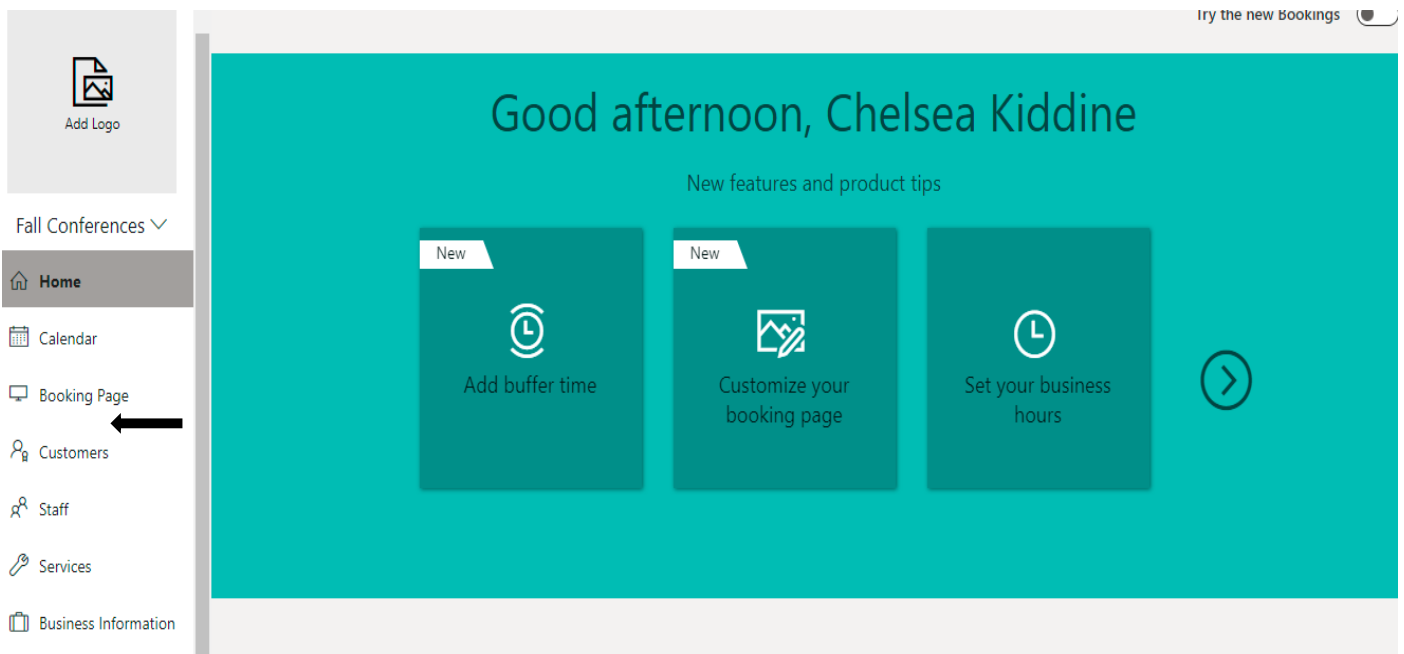
When you open the bookings app you will be greeted with this home page.



Step 3: Create a new bookings calendar. 1. Click the down arrow. 2. Select "New". 3. Name your calendar. 4. Press continue.



Step 3: Select "Booking Page" from the left-hand menu.



Step 4: Setting up your bookings page. This is where you are going to set the settings for the fall conferences. The settings are numbered and explained here. 1. You want to ensure this is clicked so your page is only accessible by the link. 2. Change your time increment to 15 minutes. 3. Ensure that allow customers to choose staff member is clicked blue or they will be randomly assigned.

[Save and publish](#) [Unpublish](#) [Embed](#)

Booking page status
Not published

Booking page access control

- Require a Microsoft 365 or Office 365 account from my organization to book
- Use newest version of Bookings
- Require a one-time password to create bookings
- Disable direct search engine indexing of booking page [Learn more](#) ← 1

Customer data usage consent

- Show a personal data collection and usage consent toggle along with a message on my booking page

Enter your personal data collection and usage terms here.

Scheduling policy

Settings for when customers can book services

Time increments

Show available times in increments of:

30 minutes

5 minutes

10 minutes

15 minutes

20 minutes

30 minutes

40 minutes

45 minutes



Minimum lead time

Minimum lead time for bookings and cancellations (in hours)

Maximum lead time

Maximum number of days in advance that a booking can be made

Email notifications

- Notify the business via email when a booking is created
- Send a meeting invite to the customer, in addition to the confirmation email.

Staff

- Allow customers to choose a specific person for the booking



Step 4: Set the availability for your calendar. This is where you are going to set your general dates and times that your conferences are taking place. 1. Set your general availability to "Not bookable". 2. Set your dates to Start on October 28 and to end on October 29. 3. Set this drop-down menu to "Custom hours (recurring weekly)"

Availability

In general, a service can be booked when its staff are free. If you wish to customize this further, you can do so below.

General availability:

Not bookable



Availability during these dates:

Start

End (inclusive)

10/28/2021

10/29/2021




Custom hours (recurring weekly)



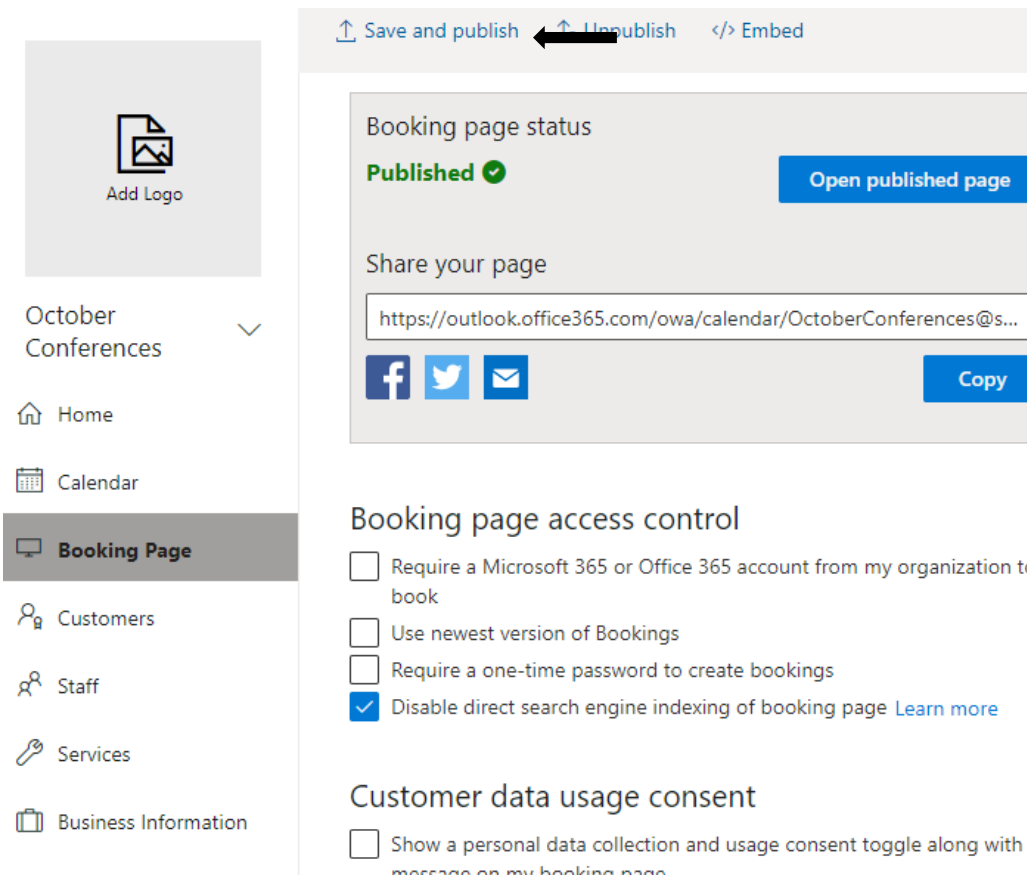
Step 5: When setting up your custom hours you are going to click the “x” beside the days of the week that conferences are not taking place (Monday, Tuesday, Wednesday) and then set your conference times start and finish on Thursday and Friday.

Monday	Not bookable		+
Tuesday	Not bookable		+
Wednesday	Not bookable		+
Thursday	12:00 PM	8:00 PM	X +
Friday	12:00 PM	5:00 PM	X +
Saturday	Not bookable		+
Sunday	Not bookable		+



[+ Set different availability for a date range](#)

Step 6: Scroll to the top of the page and select save and publish. **Do not worry about everything not being done, even published parents can only access your page with the link.**



The screenshot shows the Microsoft 365 Booking Page configuration interface. On the left is a navigation sidebar with options: Add Logo, October Conferences (selected), Home, Calendar, Booking Page (highlighted), Customers, Staff, Services, and Business Information. The main content area has a top bar with 'Save and publish', 'Unpublish', and 'Embed' buttons. Below this is a 'Booking page status' section showing 'Published' with a green checkmark and an 'Open published page' button. The 'Share your page' section displays a URL: 'https://outlook.office365.com/owa/calendar/OctoberConferences@s...' and includes social media icons for Facebook, Twitter, and Email, along with a 'Copy' button. The 'Booking page access control' section contains several checkboxes: 'Require a Microsoft 365 or Office 365 account from my organization to book' (unchecked), 'Use newest version of Bookings' (unchecked), 'Require a one-time password to create bookings' (unchecked), and 'Disable direct search engine indexing of booking page' (checked). The 'Customer data usage consent' section has a checkbox for 'Show a personal data collection and usage consent toggle along with message on my booking page' (unchecked).

Step 6: Select services from the left-hand side (1) and then “Create a Service” (2) From the top.

Bookings

+ Add a service ← 2

Manage services
Create and edit your bookable services

Service	Duration	Default price	Assigned staff
Initial consult	1 hour	Price not set	No staff assigned

Services ← 1

Step 7: Service details. We are going to do this same process with a few minor differences twice. This step will create your Virtual Conference Option.

Service details

Enter information about your service

Service name

Virtual Student-Parent-Teacher Conferences 1

Description

October goal setting conference. 2

Default location

Online 3

Add online meeting ⓘ 4

Default Duration

Days 0 ▾ Hours 0 ▾ Minutes 15 ▾ 5

1. Name your service. I have chosen Virtual Student-Parent-Teacher Conferences.
2. Add a description
3. Default location – Teams Meeting
4. Add Online meeting – Toggle on
5. Default Duration – 15 minutes.

Ensure you save your service at the top.

Step 8: Create another service by clicking “Add a service”

Bookings

+ Add a service

Manage services

Create and edit your bookable services

Service	Duration	Default price	Assigned staff
Initial consult	1 hour	Price not set	No staff assigned

Services

Step 9: Service details. We are going to do this same process with a few minor differences twice. This step will create your In-Person Conference Option.

Service details

Enter information about your service

Service name

In-Person Student-Parent-Teacher Conferences **1**

Description

October Goal Setting. **2**

Default location

Your School **3**

Add online meeting **4**

Default Duration

Days Hours Minutes **5**

1. Name your service. I have chosen In-Person Student-Parent- Teacher Conferences.
2. Add a description
3. Default location –You would put your individual school here.
4. Add Online meeting – Toggle off. This meeting is in person.
5. Default Duration – 15 minutes.

Ensure you save your service at the top.

Step 10: Microsoft Bookings has a default service when you create a calendar, we are going to delete that service so that it doesn't show when parents go to your booking calendar. Hover over the "Initial Consult" and click on the garbage can indicated.


outlook.office.com/bookings/services

Bookings

+ Add a service

Manage services

Create and edit your bookable services

Service	Duration	Default price	Assigned staff	
In-Person Student-Parent-Teach...	15 minutes	Price not set	No staff assigned	
Virtual Student-Parent-Teacher ...	15 minutes	Price not set	No staff assigned	
Initial consult	1 hour	Price not set	No staff assigned	


Step 11: View your published page. Go back to "Booking Page" on the left side of the screen and choose "Open Published Page"

outlook.office.com/bookings/bookingpage

Bookings




Save and publish Unpublish Embed

Booking page status

Published 

[Open published page](#)

Share your page

   [Copy](#)

Booking page access control

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Customer data usage consent

This is what your families will see when they follow your link.

The screenshot displays a web interface for scheduling 'Fall Conferences'. At the top, a dark blue header contains the title 'Fall Conferences'. Below this is a section titled 'Select service' with two options: 'In-Person Student-Parent-Teacher Con...' (15 minutes) and 'Virtual Student-Parent-Teacher Confer...' (15 minutes). Each option has an information icon. The next section is 'Select time', featuring a calendar for October 2021. The calendar shows days of the week (Su to Sa) and dates from 1 to 31. A grey box on the right of the calendar contains the text 'Select a service and date to see available times.' At the bottom of the interface is a section labeled 'Add your details'. The Windows taskbar is visible at the very bottom of the screenshot.

If you have any questions or concerns about this process, please reach out to your school's Technology Innovation Coordinator.