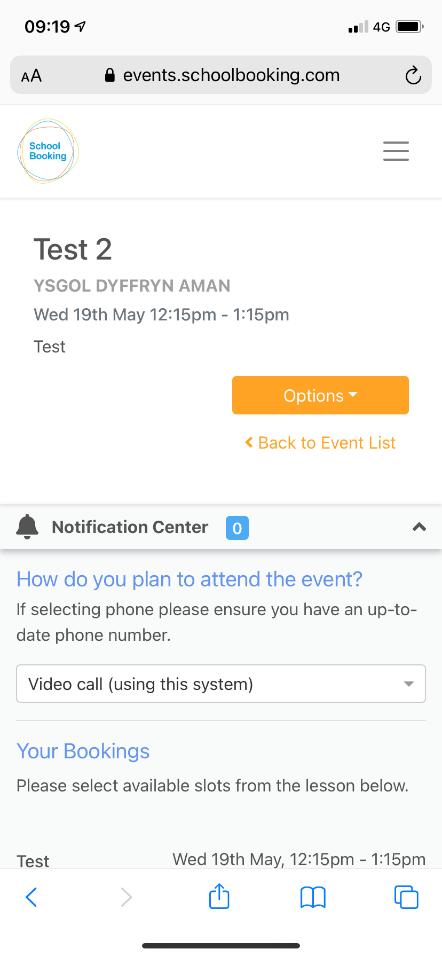
**Step 1:**

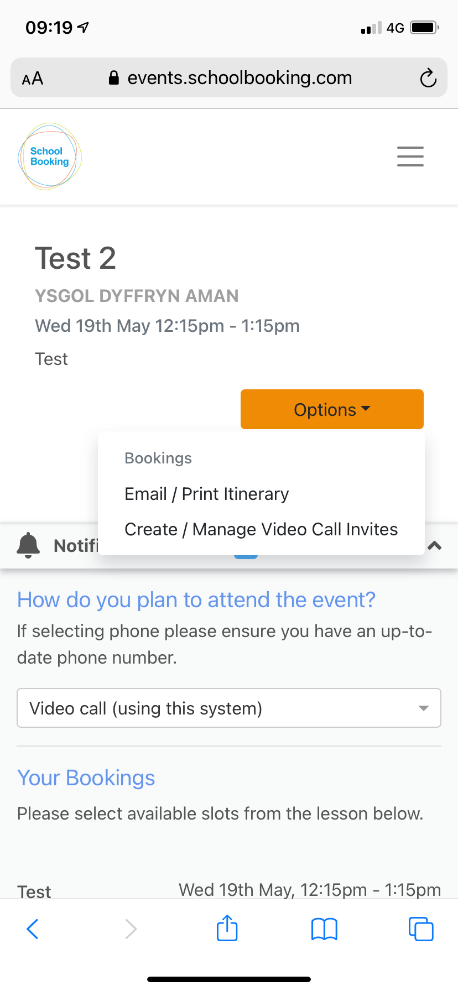
Once you log into school booking and have booked your appointments there is an orange options button at the top of the screen



**Step 2:**

Click this button it will open up a menu

Click Create / Manage Video Call invites



**Step 3:**

Here you can enter details of the additional parent/guardian you wish to invite to the event.

