



聖公會中學(澳門) Macau Anglican College

Please note that you are only able to register for parents meeting during the sign up period.

1. To Log into your SchoolBuddy account use this link:
<https://accounts2.schoolsbuddy.net/Account/SelectOrganization>
2. Type on the text box “**Macau Anglican College- Taipa**”:

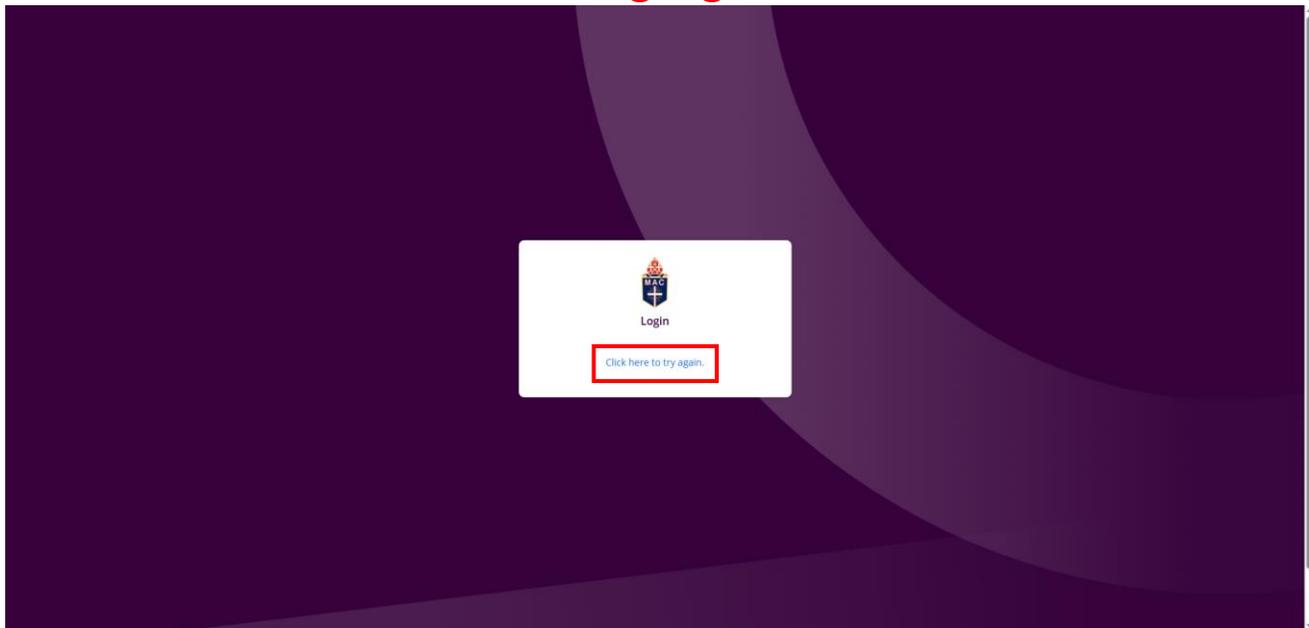
Please select a school to log in

Select

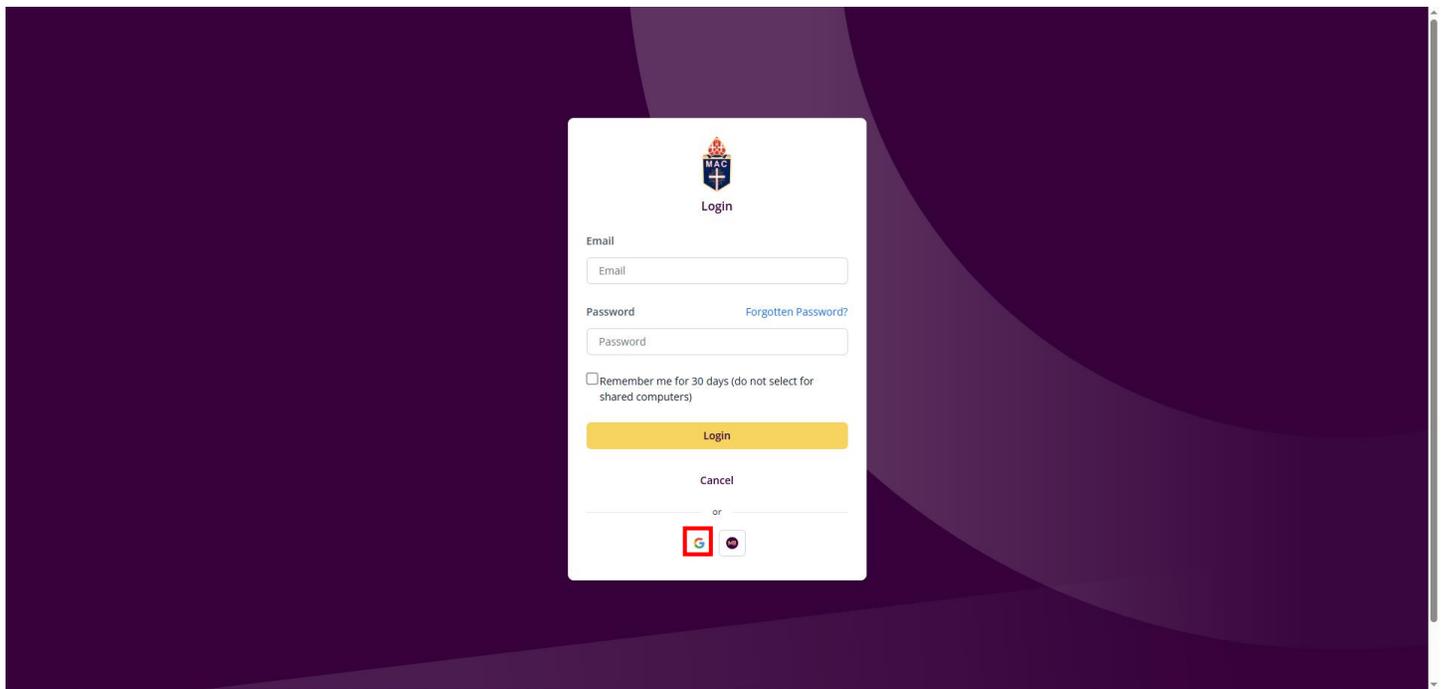
Please select a school to log in

Select

If the Log in page does not load right away, please click on the highlighted button

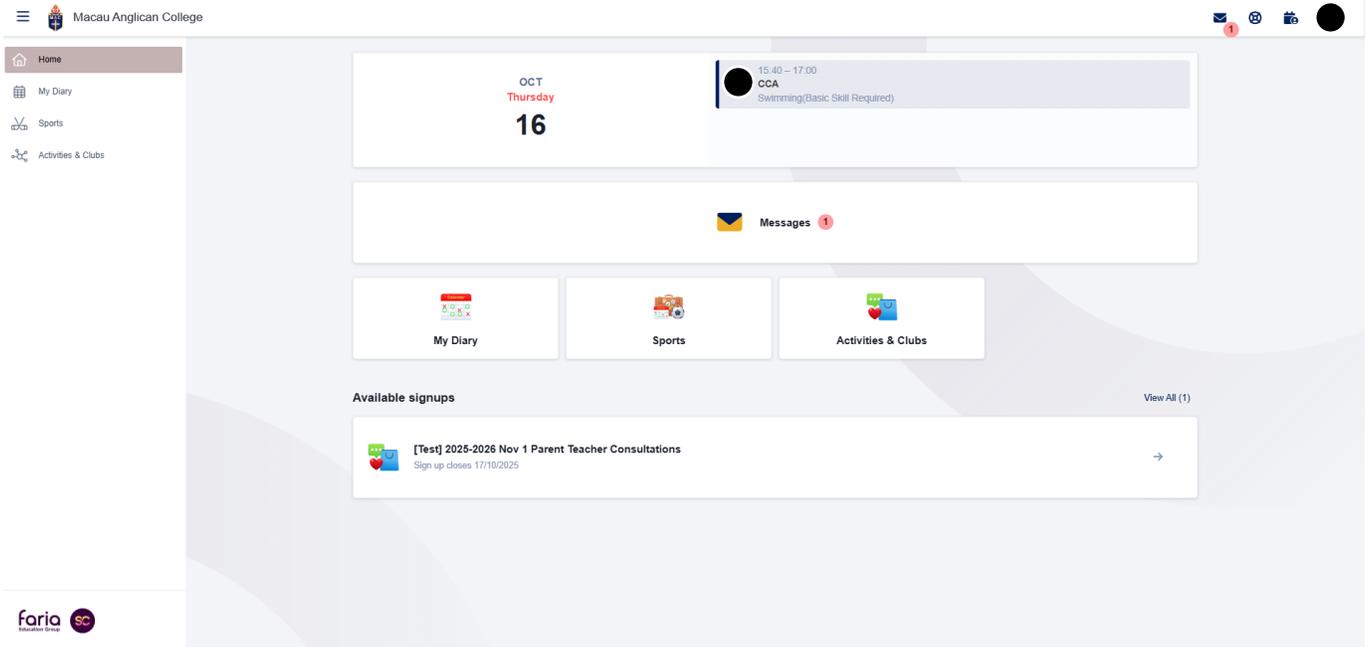


3. Once you open the page you may click on the Google icon button to use your school email password:

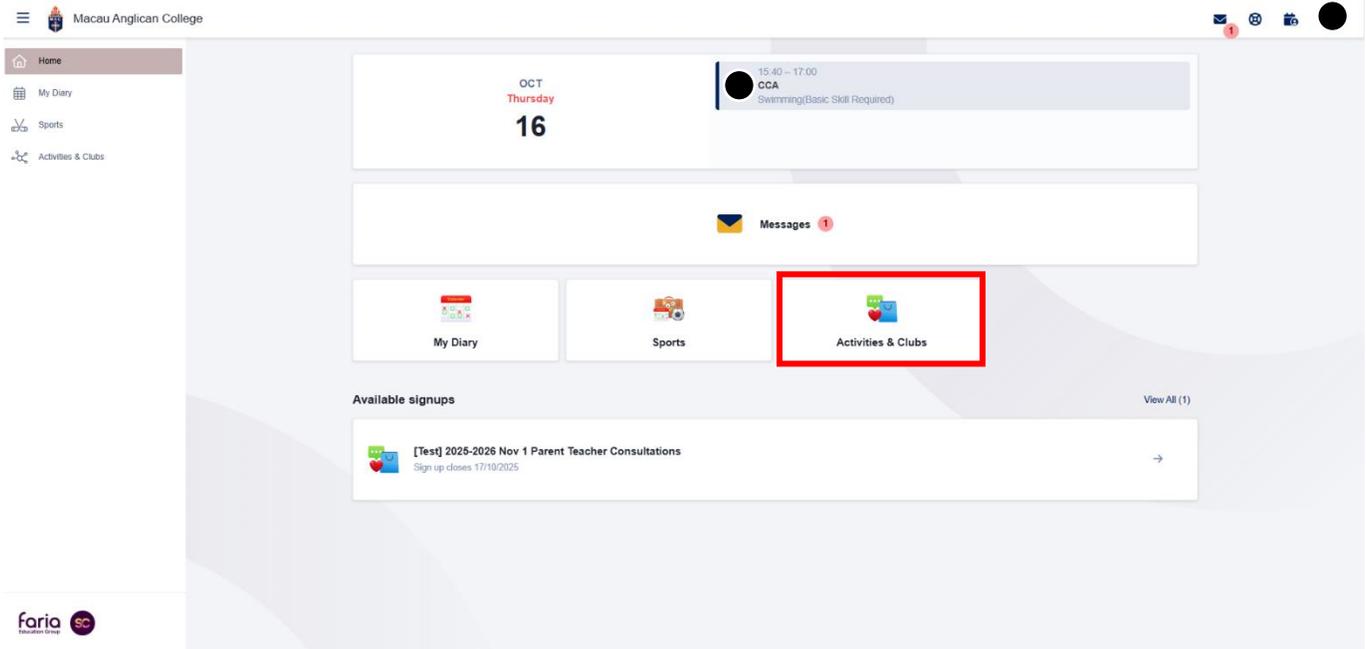


You must use your School Parent Gmail when you log in

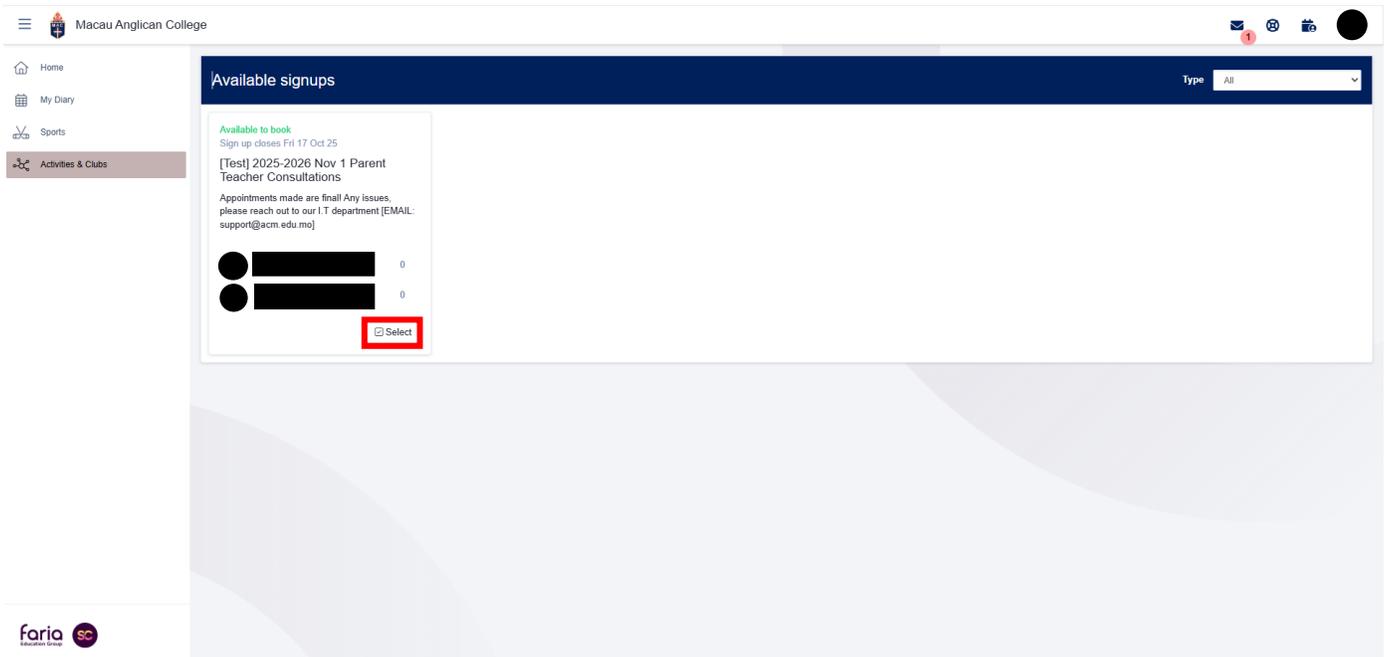
4. After Logging in you will be taken to the landing page, please see below for your reference:



5. Afterwards to enter the registration page, press the button below:

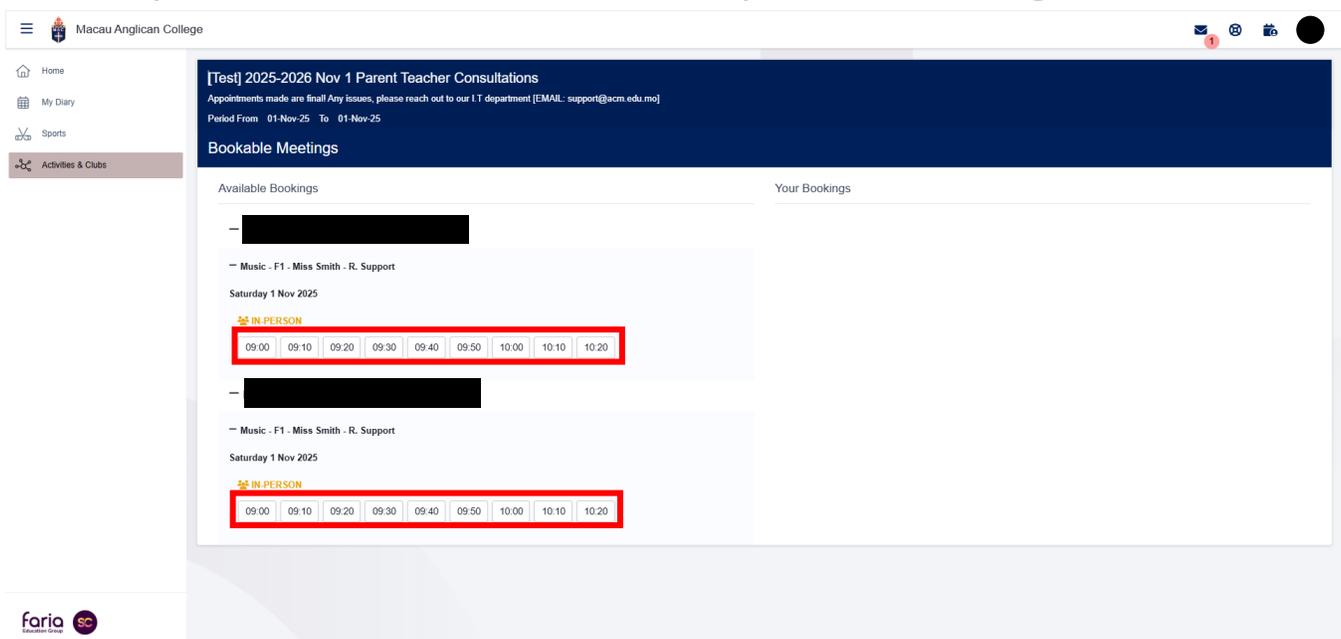


6. To Start the selection process, please click on the **“Select”** button, please see below for your reference:



If you have two or more children in our school, you will see them all in this page

7. On this page you can select the **Time Slot** for the respective teacher you wish to book (for each student, if you have more than one child you are booking for):



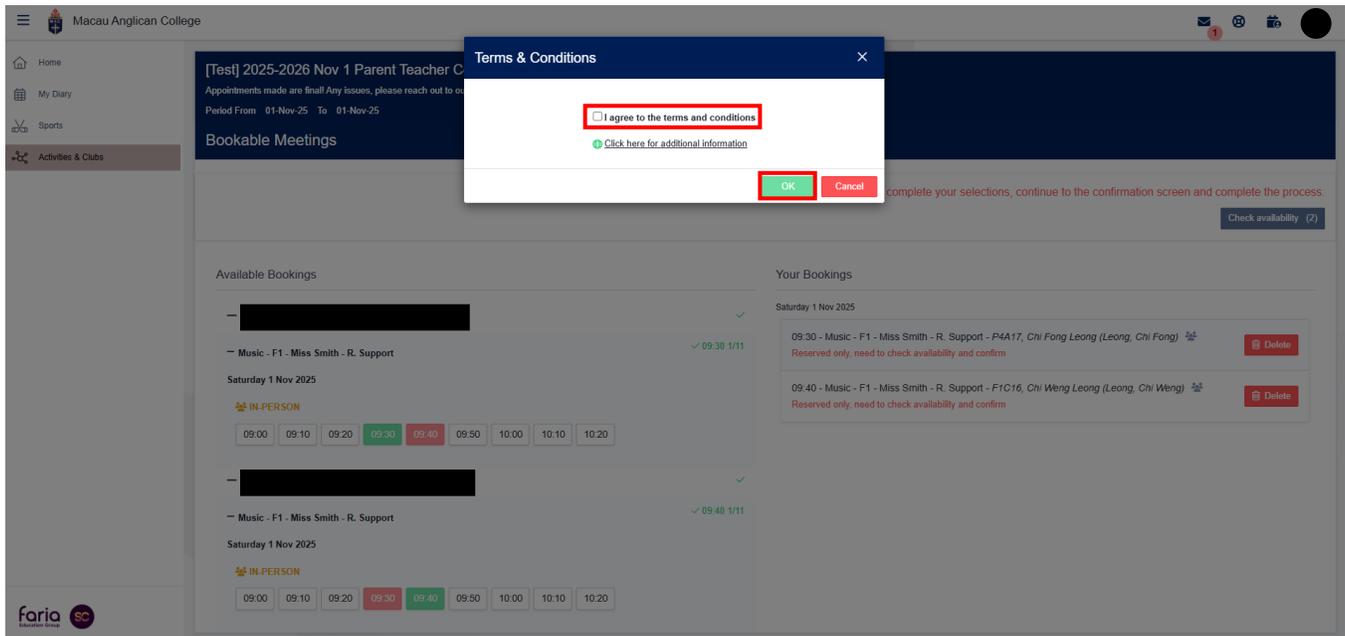
8. Afterwards when you select one time slot it will lock that time slot for the next booking you wish to make:

The screenshot shows the Macau Anglican College website interface. The main heading is "[Test] 2025-2026 Nov 1 Parent Teacher Consultations". Below this, it states "Appointments made are final! Any issues, please reach out to our IT department [EMAIL: support@acm.edu.mo]" and "Period From 01-Nov-25 To 01-Nov-25". The section is titled "Bookable Meetings". A red notification bar at the top of the content area says "Selected event(s) have been reserved for you. You now have 14m 51s to complete your selections, continue to the confirmation screen and complete the process." with a "Check availability (1)" button. The "Available Bookings" section shows two identical entries for "Music - F1 - Miss Smith - R. Support" on "Saturday 1 Nov 2025". Each entry has an "IN-PERSON" icon and a time slot grid. In the first entry, the 09:30 slot is highlighted in green, and a green checkmark is visible. In the second entry, the 09:30 slot is highlighted in red. The "Your Bookings" section shows one booking for "09:30 - Music - F1 - Miss Smith - R. Support" with a "Delete" button and a red note: "Reserved only, need to check availability and confirm".

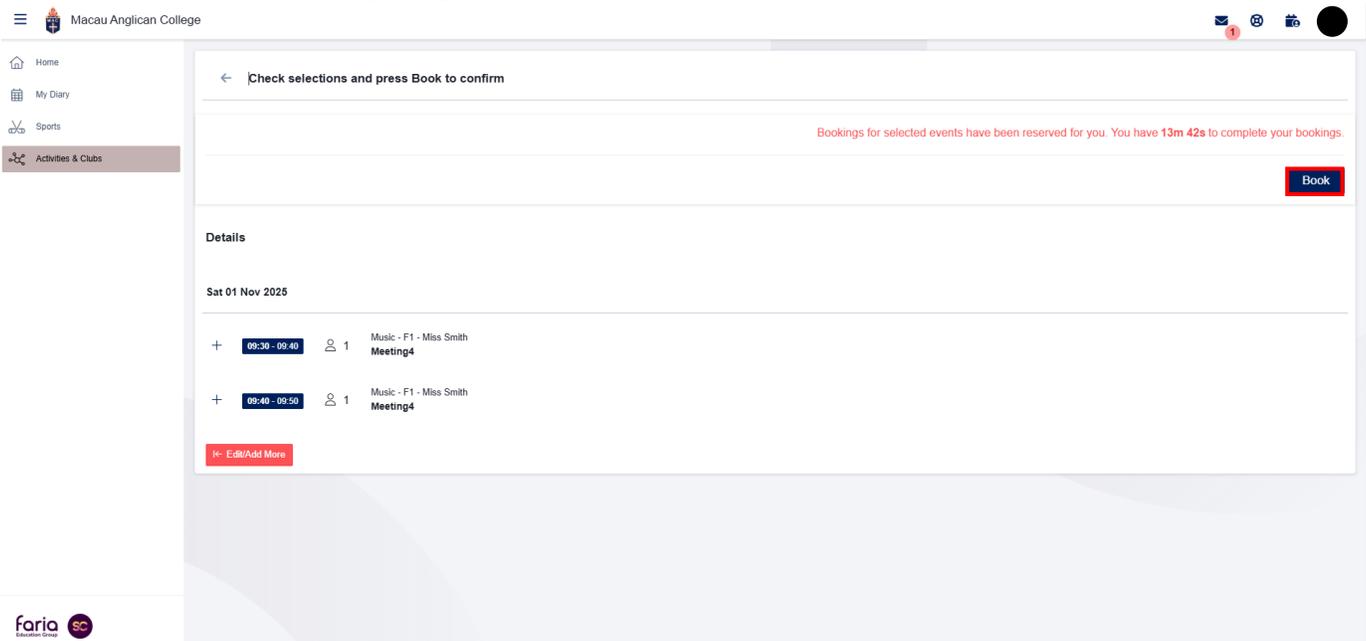
9. After you select your bookings, you may scroll to the top and click on "Check Availability":

The screenshot shows the same Macau Anglican College website interface. The main heading is "[Test] 2025-2026 Nov 1 Parent Teacher Consultations". Below this, it states "Appointments made are final! Any issues, please reach out to our IT department [EMAIL: support@acm.edu.mo]" and "Period From 01-Nov-25 To 01-Nov-25". The section is titled "Bookable Meetings". A red notification bar at the top of the content area says "Selected event(s) have been reserved for you. You now have 14m 29s to complete your selections, continue to the confirmation screen and complete the process." with a "Check availability (2)" button. The "Available Bookings" section shows two identical entries for "Music - F1 - Miss Smith - R. Support" on "Saturday 1 Nov 2025". Each entry has an "IN-PERSON" icon and a time slot grid. In the first entry, the 09:30 slot is highlighted in green, and a green checkmark is visible. In the second entry, the 09:40 slot is highlighted in green, and a green checkmark is visible. The "Your Bookings" section shows two bookings: "09:30 - Music - F1 - Miss Smith - R. Support" and "09:40 - Music - F1 - Miss Smith - R. Support", both with "Delete" buttons and red notes: "Reserved only, need to check availability and confirm".

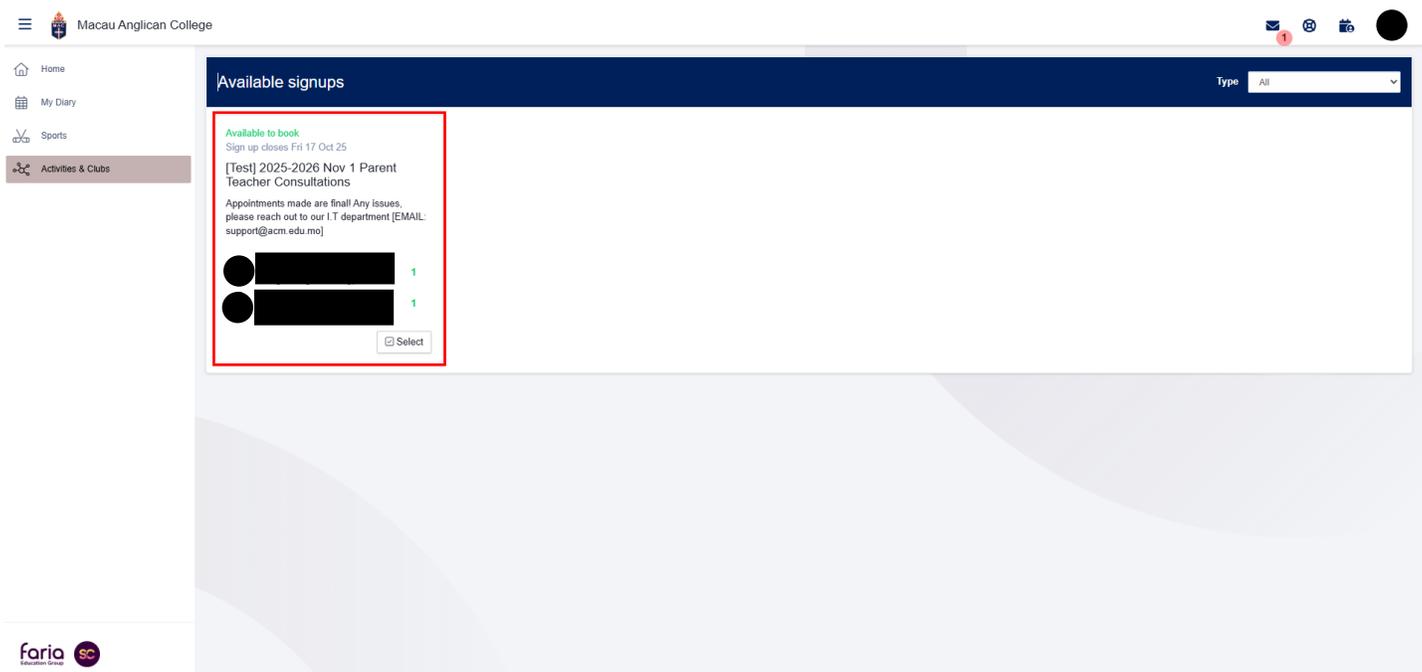
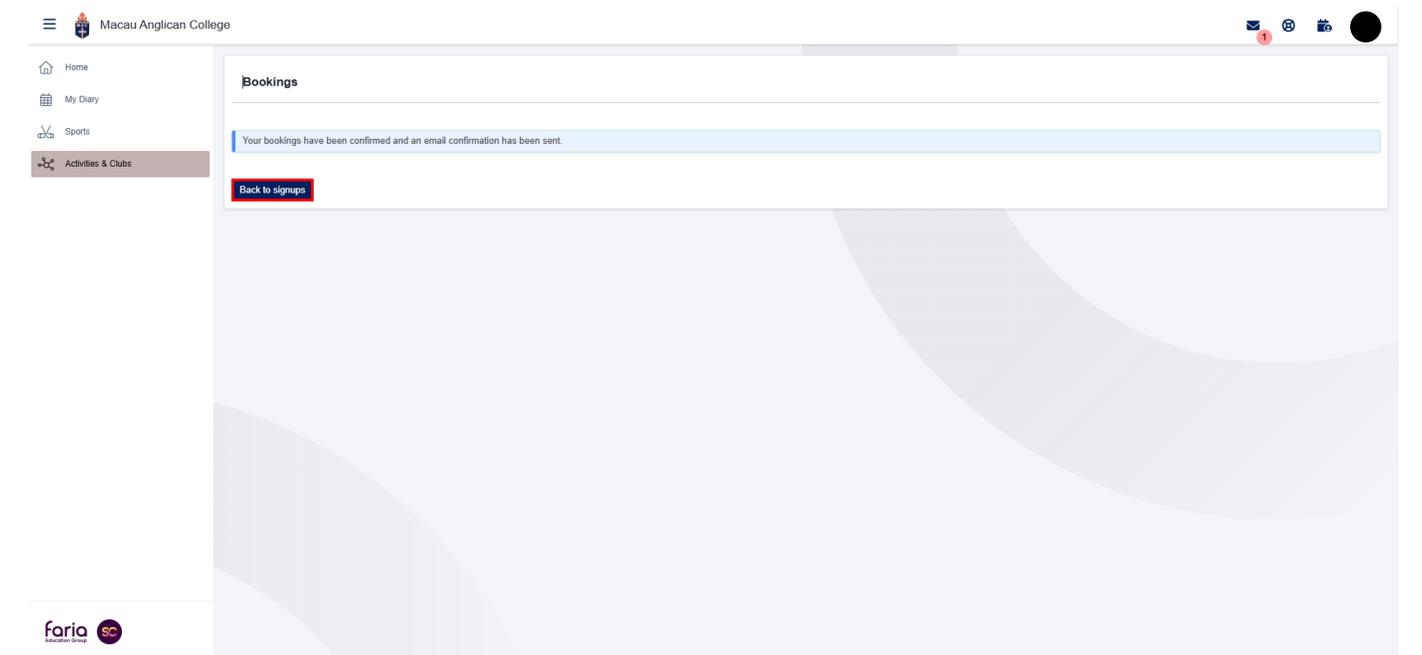
10. Afterwards, you must agree to the terms and conditions:



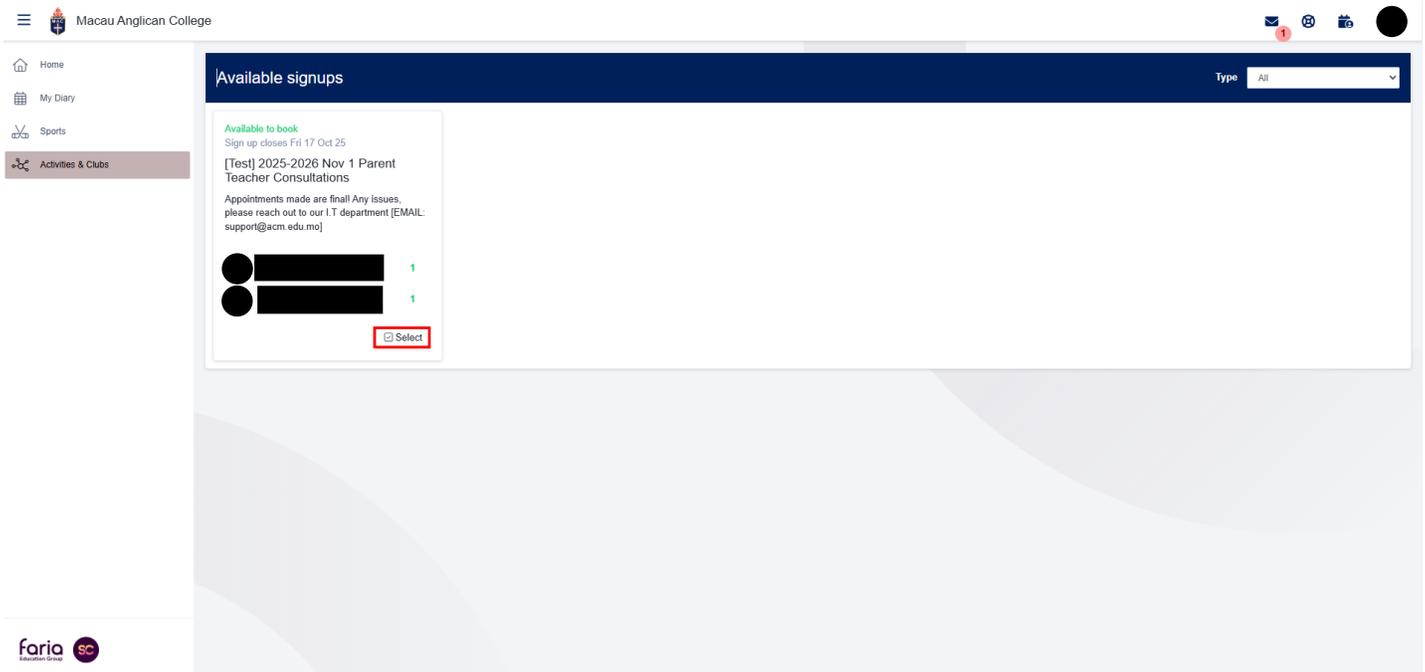
11. Finally, you will have one more chance to review your choices and when you are happy with the choices please click the highlighted button:



12. Once you Complete this you will see a button to take you back to the sign up page (**You will also receive an email confirming your booking when you reach this step**):

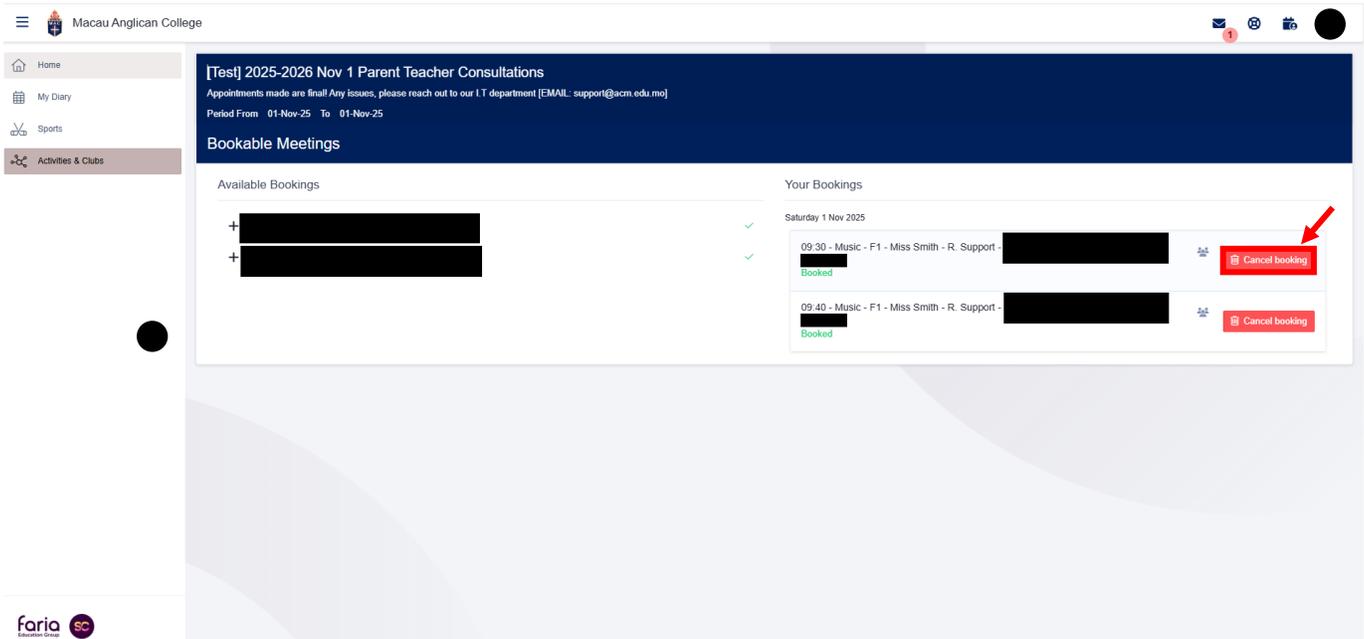


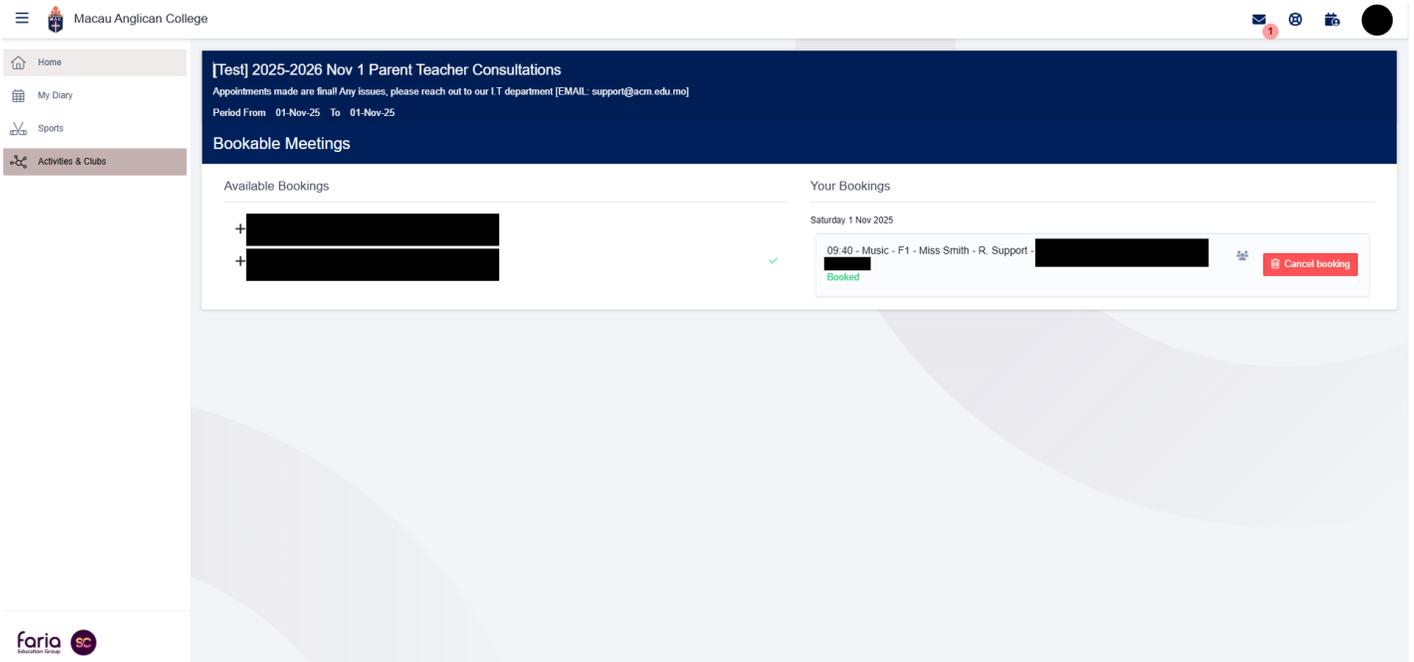
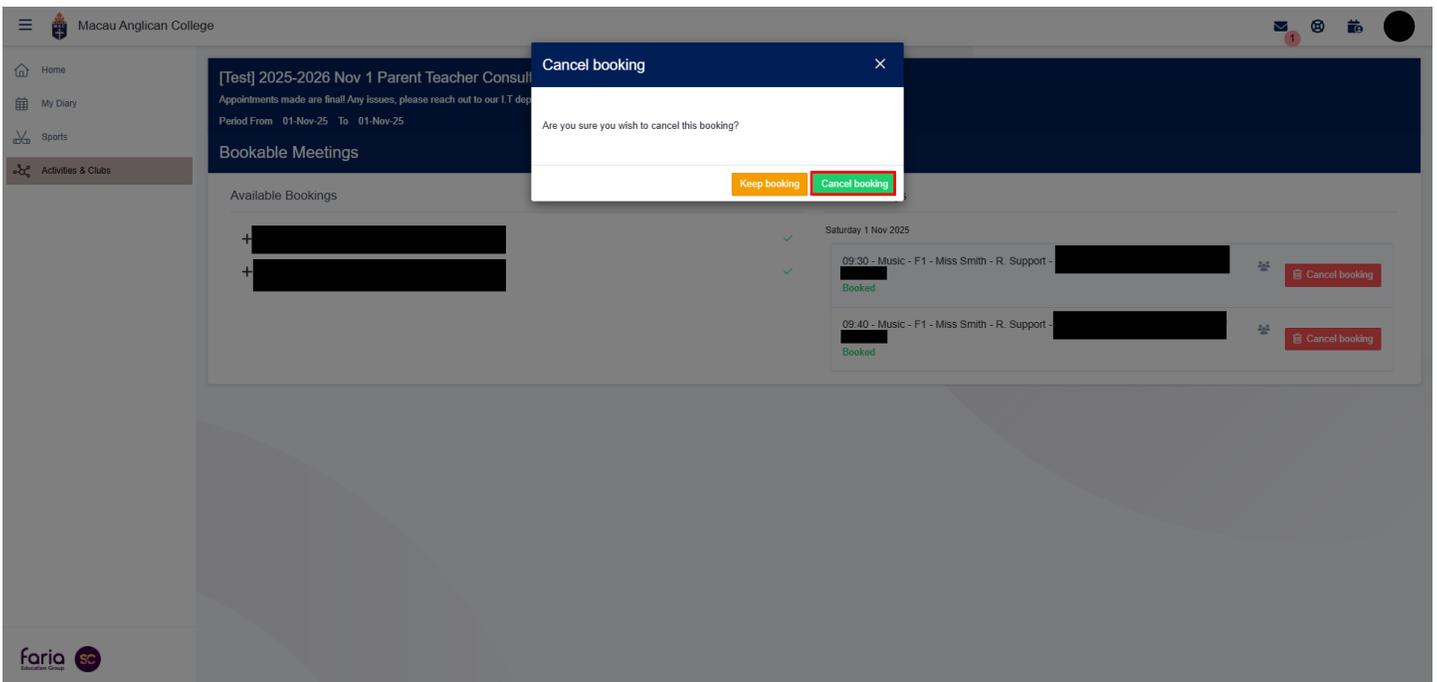
13. It is possible to make an edit after confirming. If you choose to do this, then please click on the button below:



This can only be done during the registration period

14. Afterwards, please click on the highlighted button below and you will be asked to confirm the cancelation and then will be free to make another booking to meet with that teacher:





If you have any further questions or concerns, please feel free to contact the school's IT department using the following email: support@acm.edu.mo