



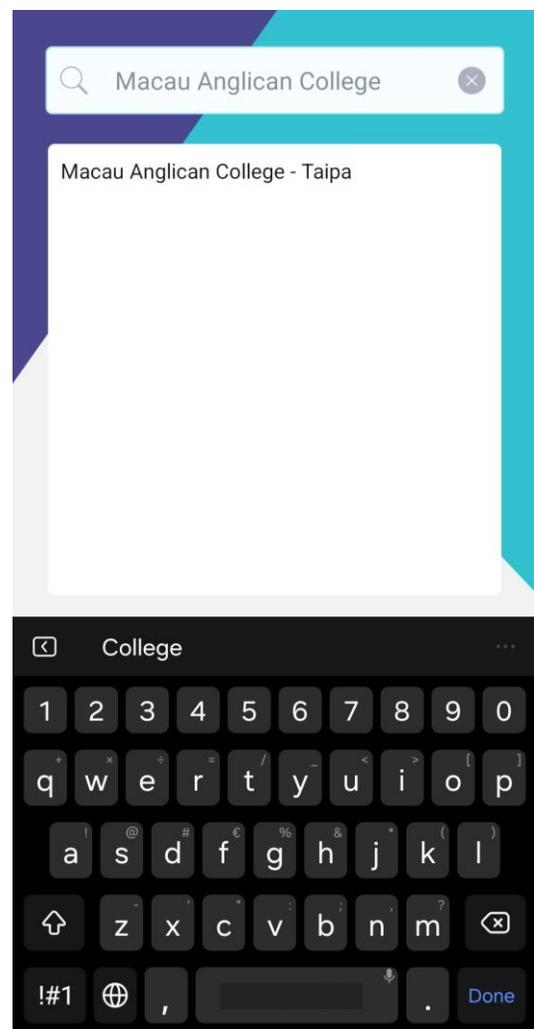
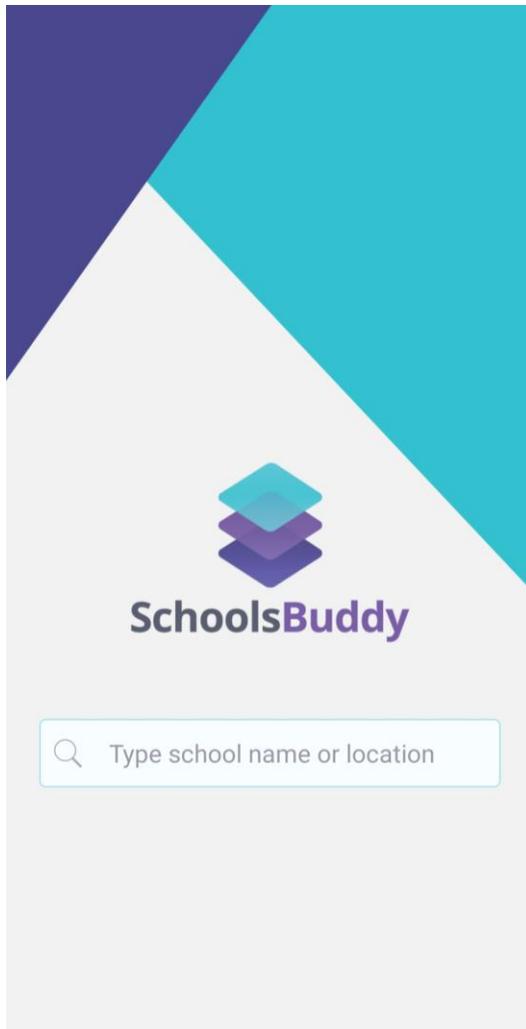
聖公會中學(澳門) Macau Anglican College

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

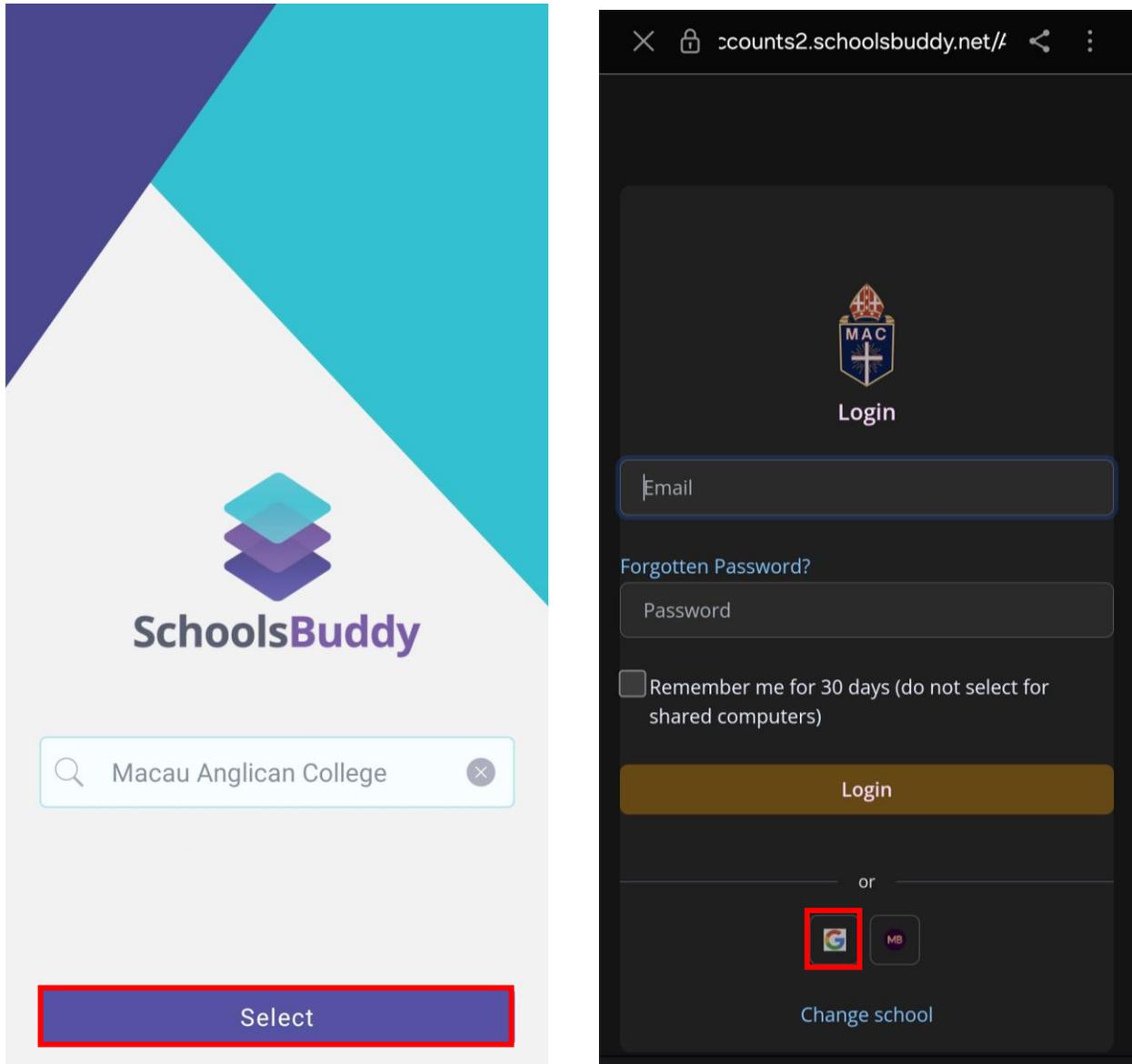
1. Please Download the SchoolsBuddy app:



2. After Downloading the App, type in the text box “**Macau Anglican College**”

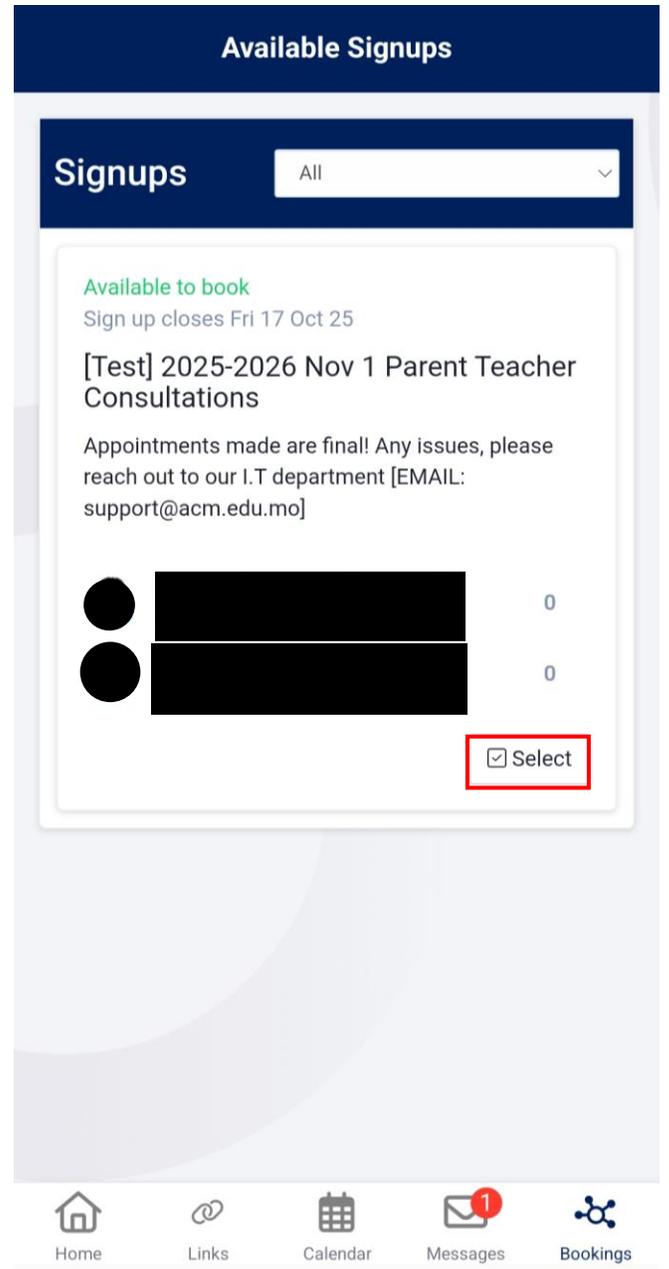
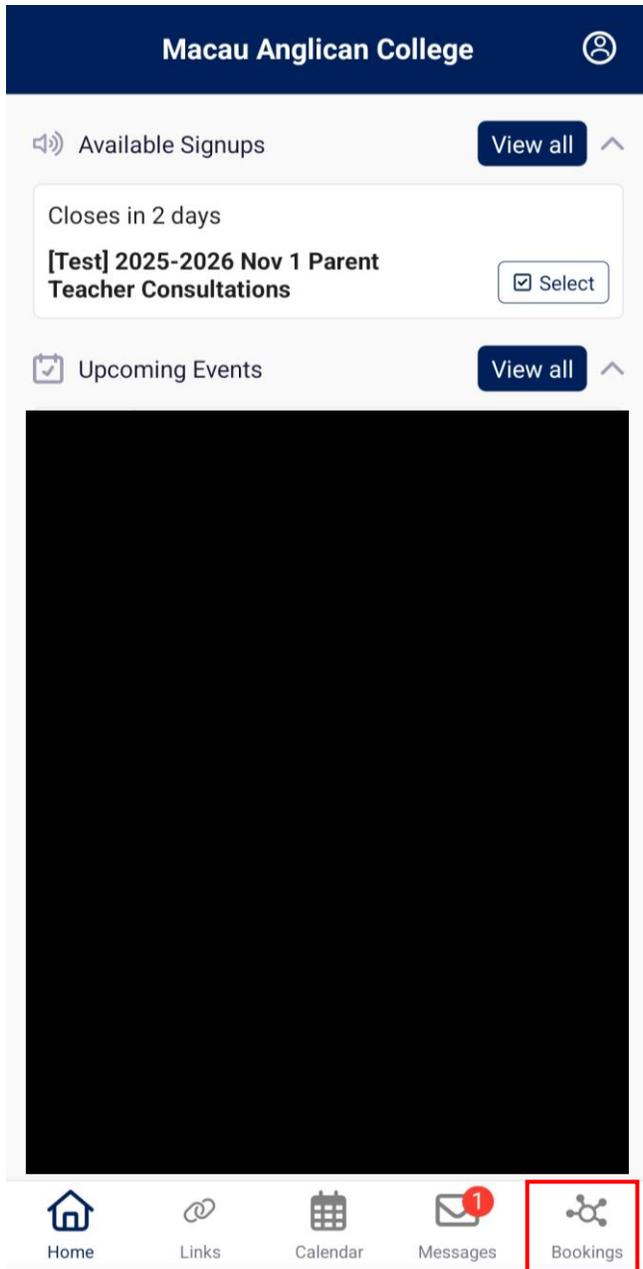


3. After you type the school name, click **“Select”** and then you will be prompted to log into SchoolsBuddy, by clicking on the Google icon as seen below:



You must use your school Parent Gmail to log into SchoolsBuddy

4. After logging into the app, you can click on the highlighted button to access the Parents meeting booking page:



5. Afterwards, you can immediately start to choose the time slots for the teachers you wish to meet with:

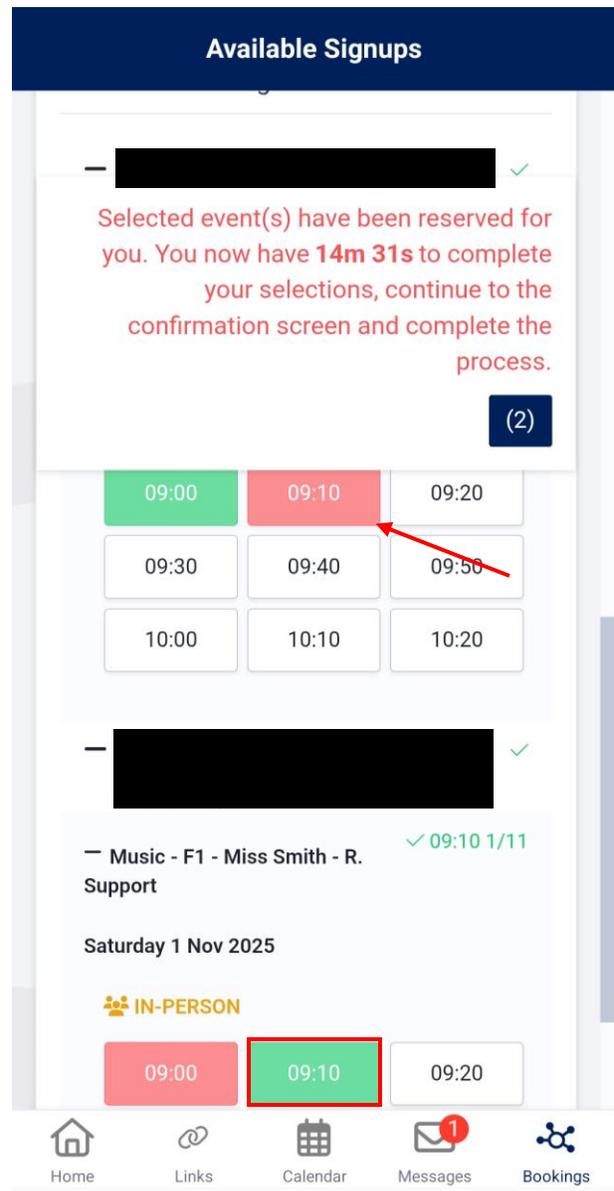
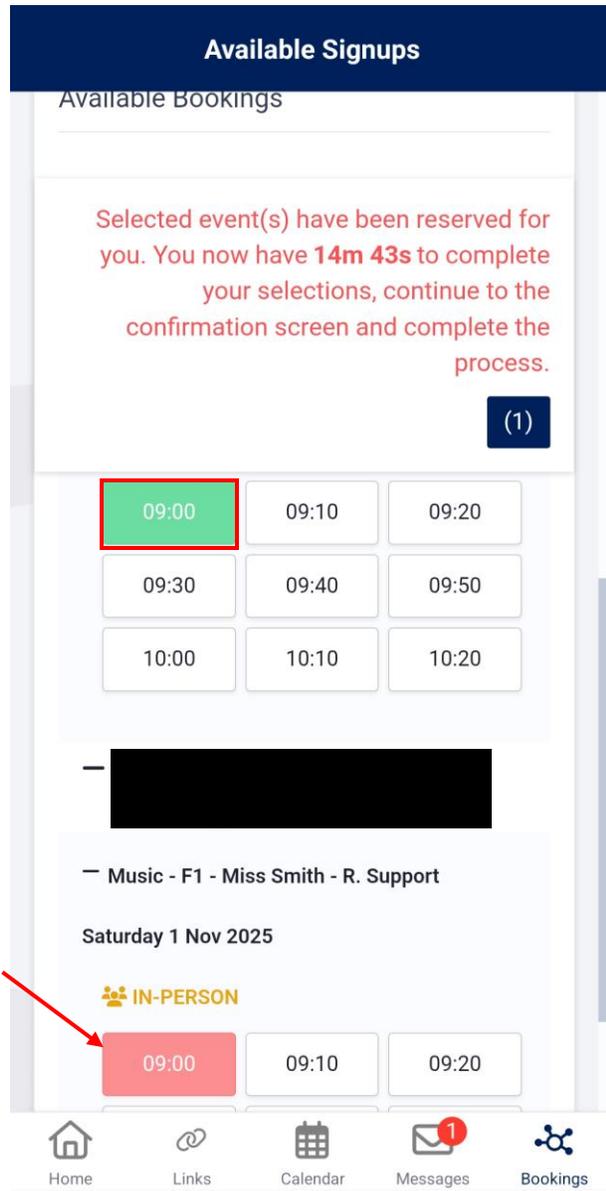
The screenshot shows a mobile application interface for booking parent-teacher consultations. At the top, a dark blue header reads "Available Signups". Below this, a dark blue box contains the title "[Test] 2025-2026 Nov 1 Parent Teacher Consultations" and a message: "Appointments made are final! Any issues, please reach out to our I.T department [EMAIL: support@acm.edu.mo]". The period is listed as "Period From 01-Nov-25 To 01-Nov-25".

Below the dark blue box is a section titled "Bookable Meetings". Underneath, there is a section for "Your Bookings" which is currently empty. Below that is a section for "Available Bookings". A large black redaction box covers the top part of this section. Below the redaction, a meeting is listed: "Music - F1 - Miss Smith - R. Support". The date is "Saturday 1 Nov 2025".

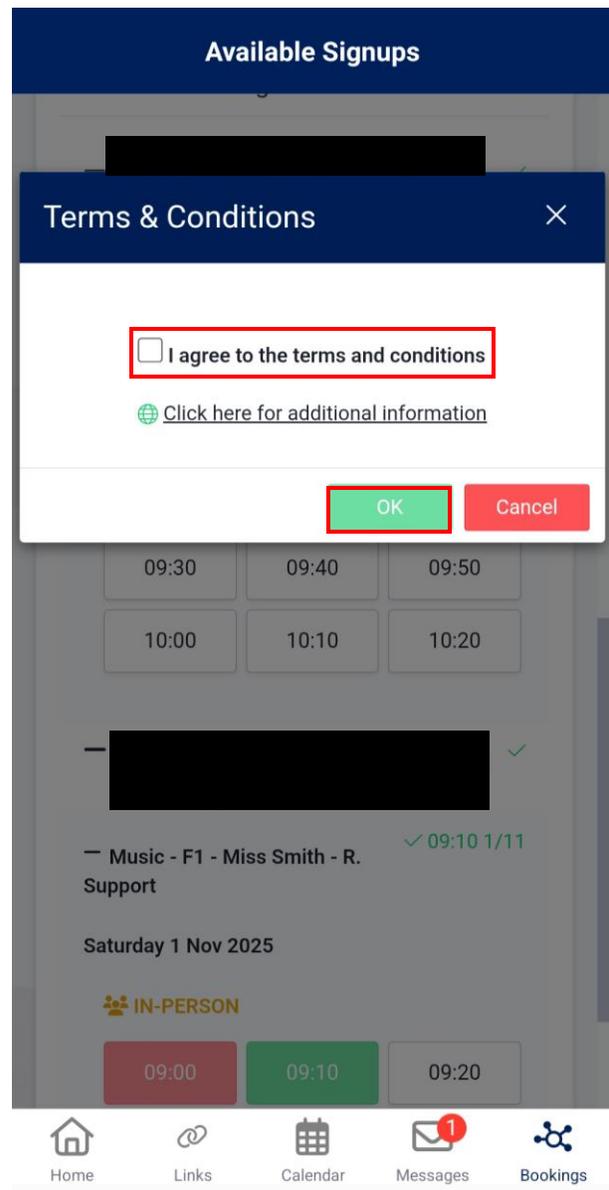
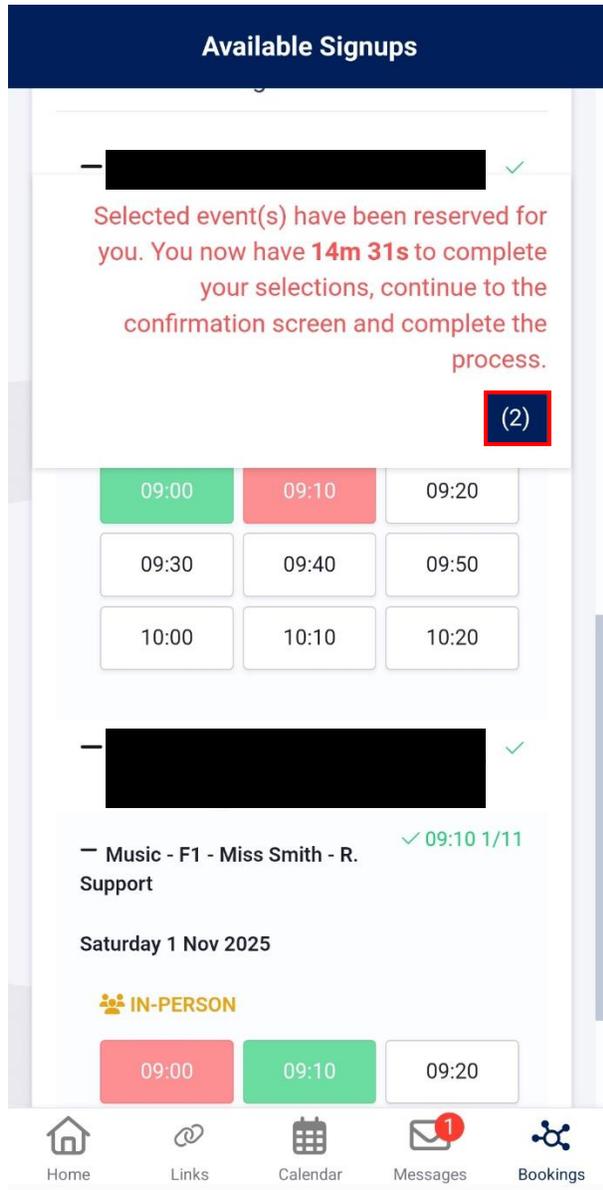
The meeting is marked as "IN-PERSON" with a group of people icon. Below the meeting details is a grid of time slots. The slots are arranged in two rows and three columns. The first row contains 09:00, 09:10, and 09:20. The second row contains 09:30, 09:40, and 09:50. A red rectangular box highlights the entire grid of time slots.

At the bottom of the screen is a navigation bar with five icons: Home, Links, Calendar, Messages (with a red notification badge containing the number 1), and Bookings.

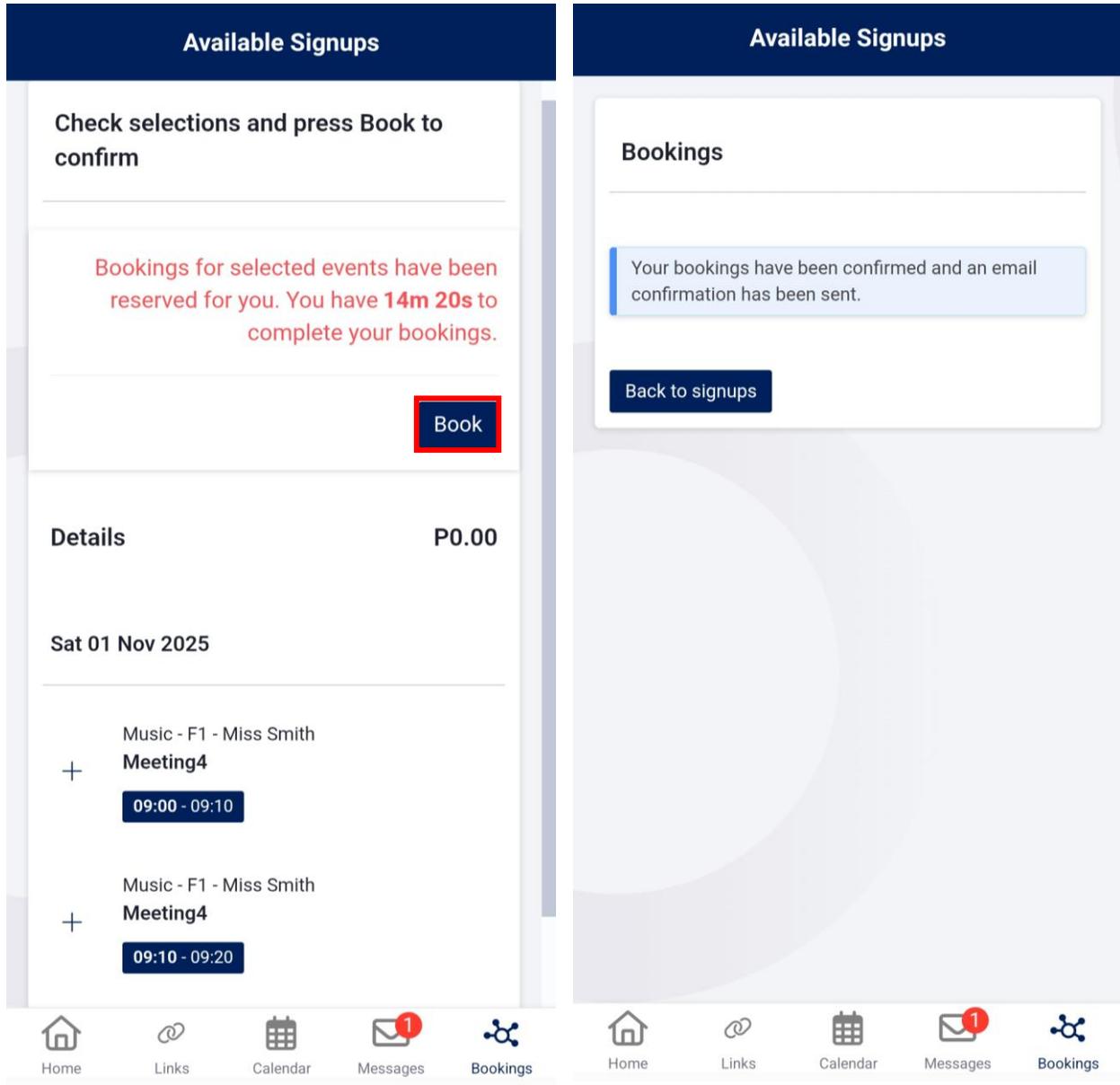
6. Once you select the time slot, it will be blocked for the other bookings:



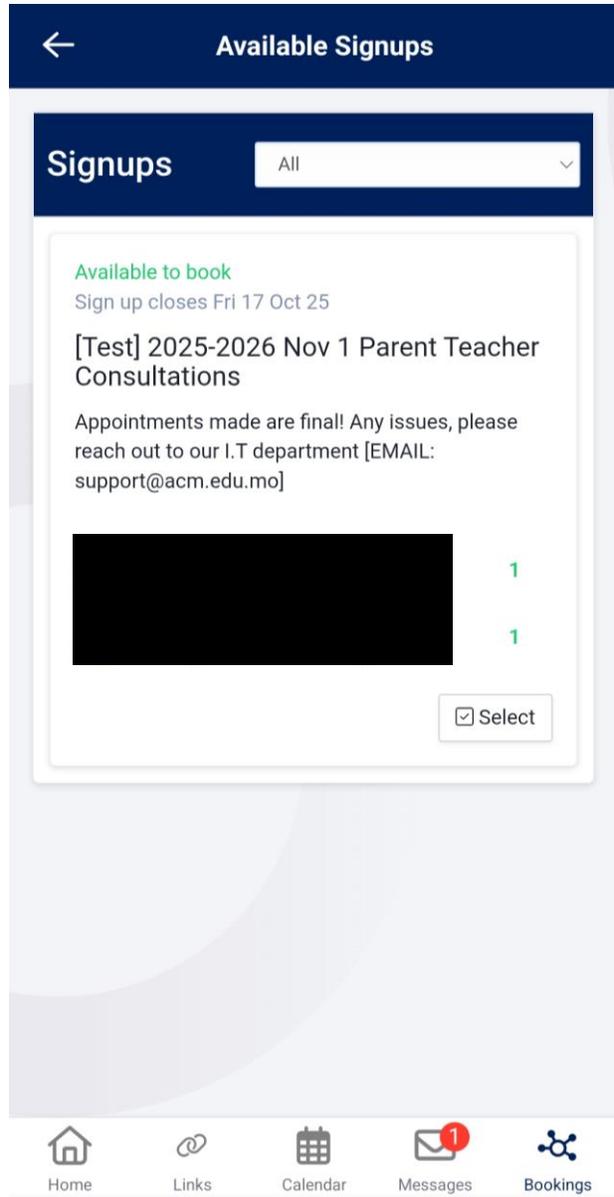
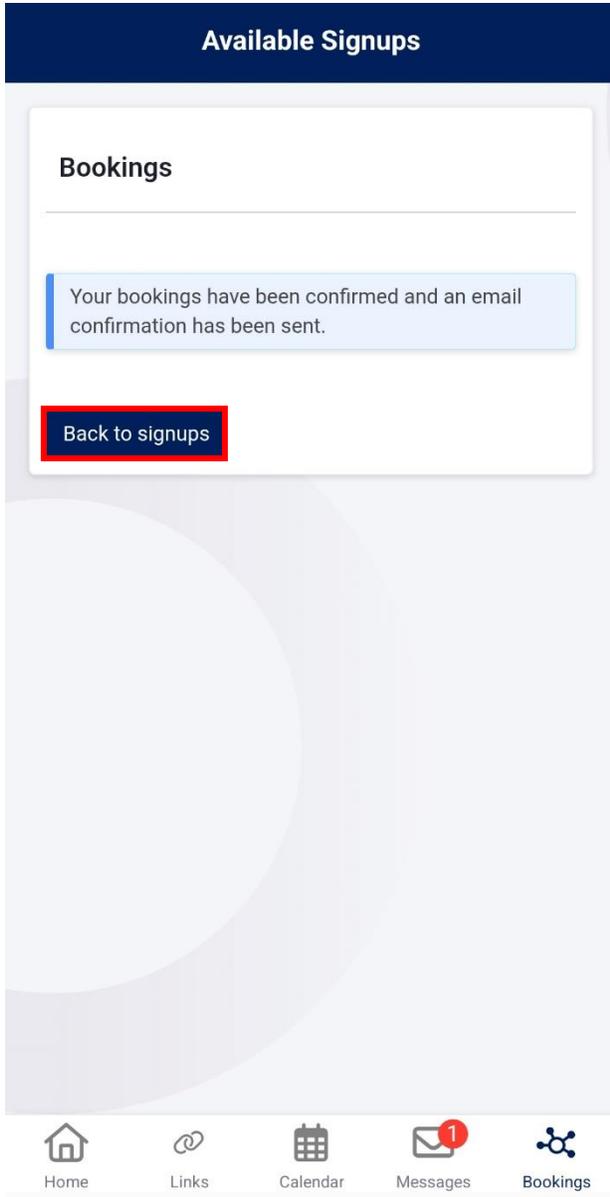
7. Once you make your selection, please click on the highlighted button, where you will then be asked to agree to the terms and conditions:



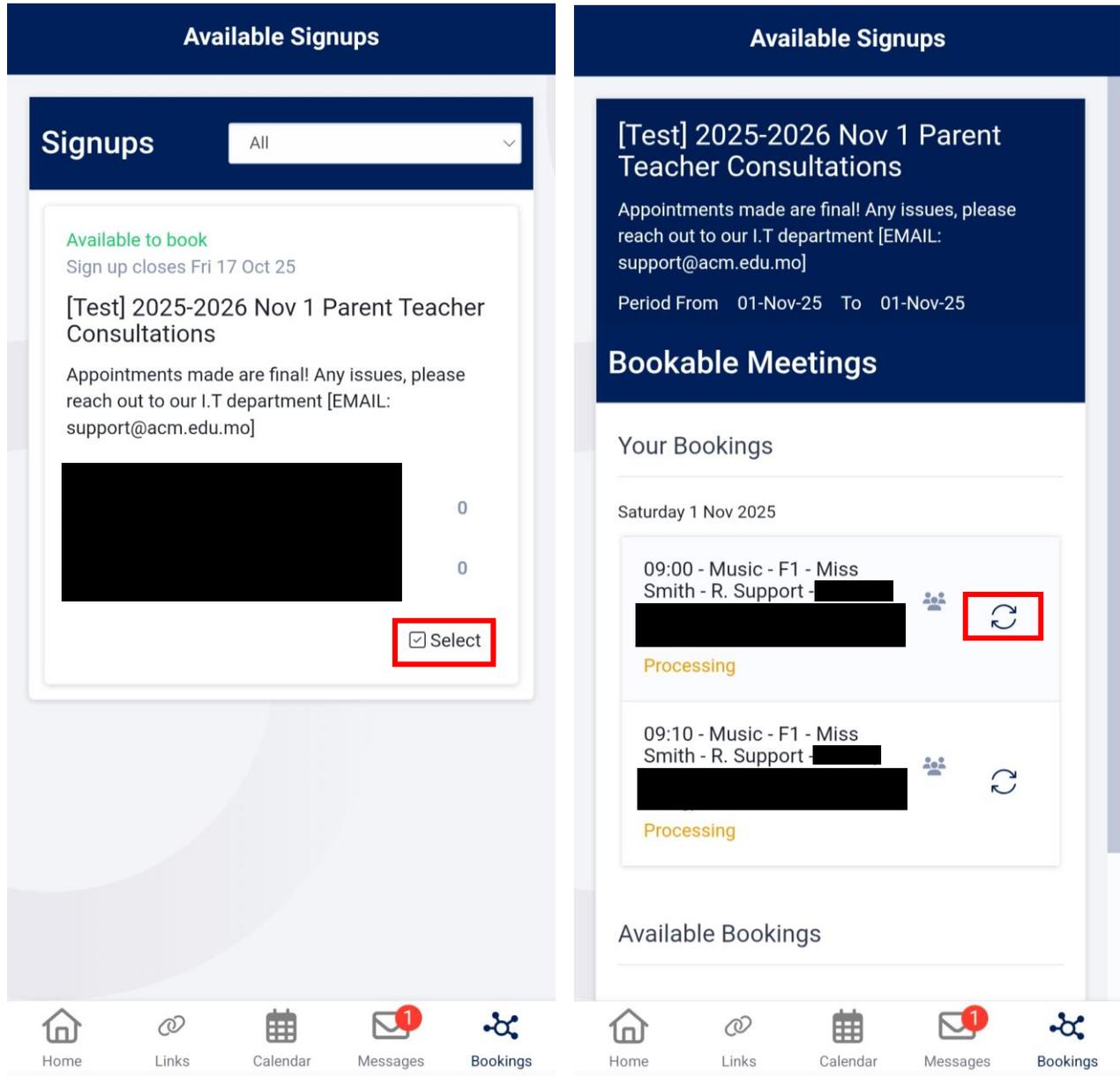
8. Finally, you will be asked to review and confirm your selections:



Once you finish your confirmation you will have the chance to go back to the sign up page (**You will also receive an email confirming your booking when you reach this step**):

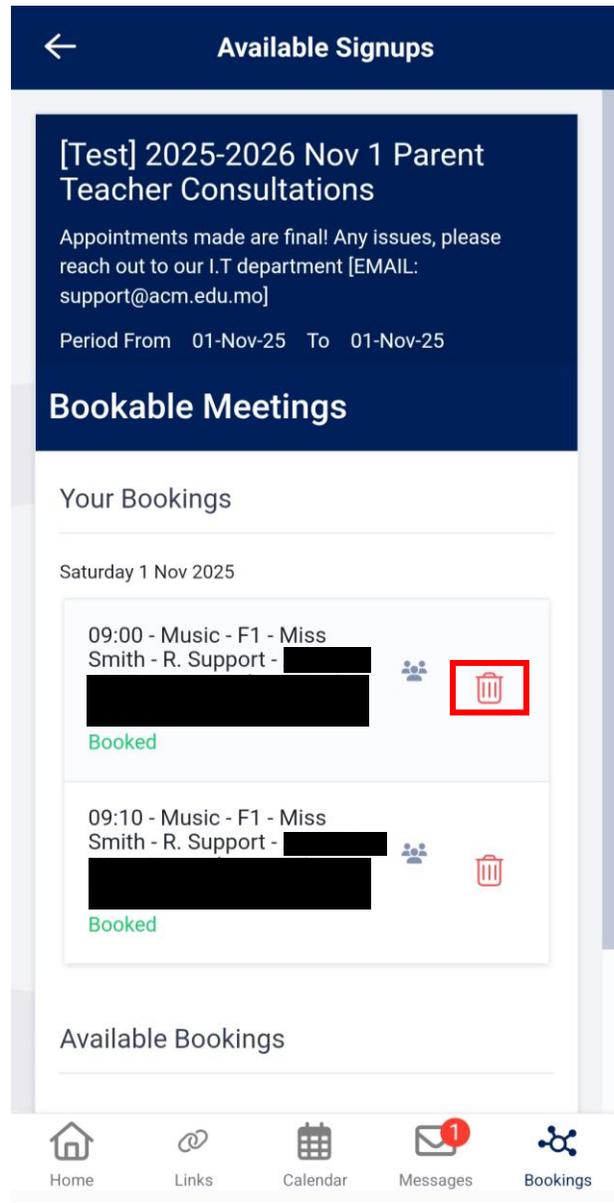
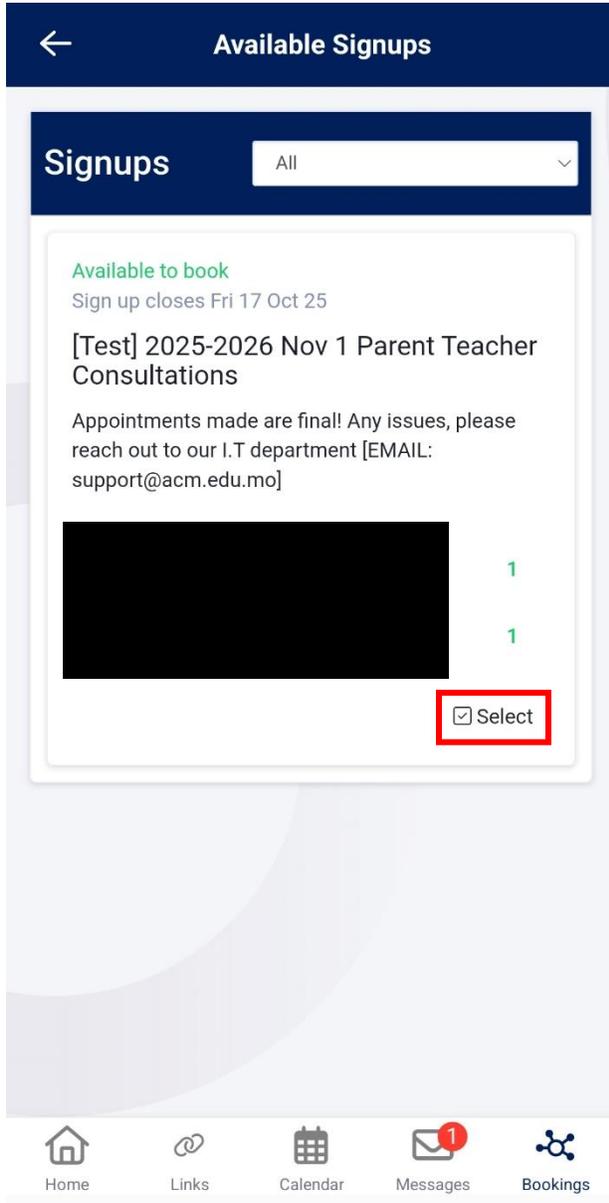


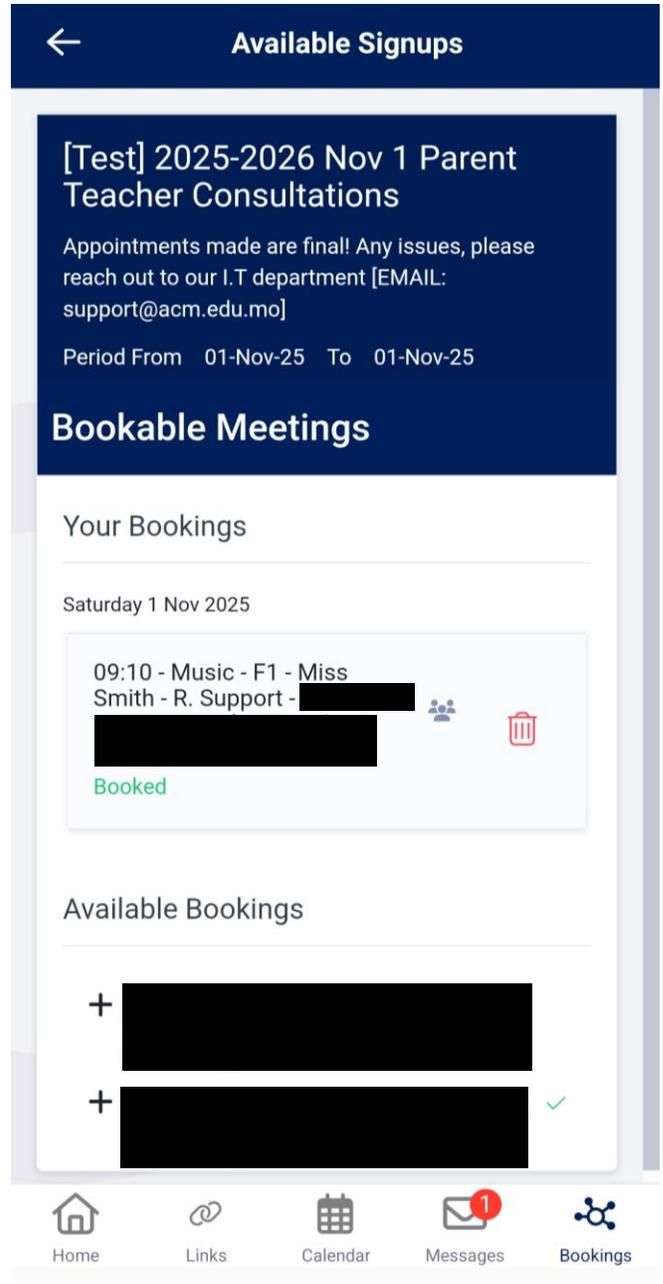
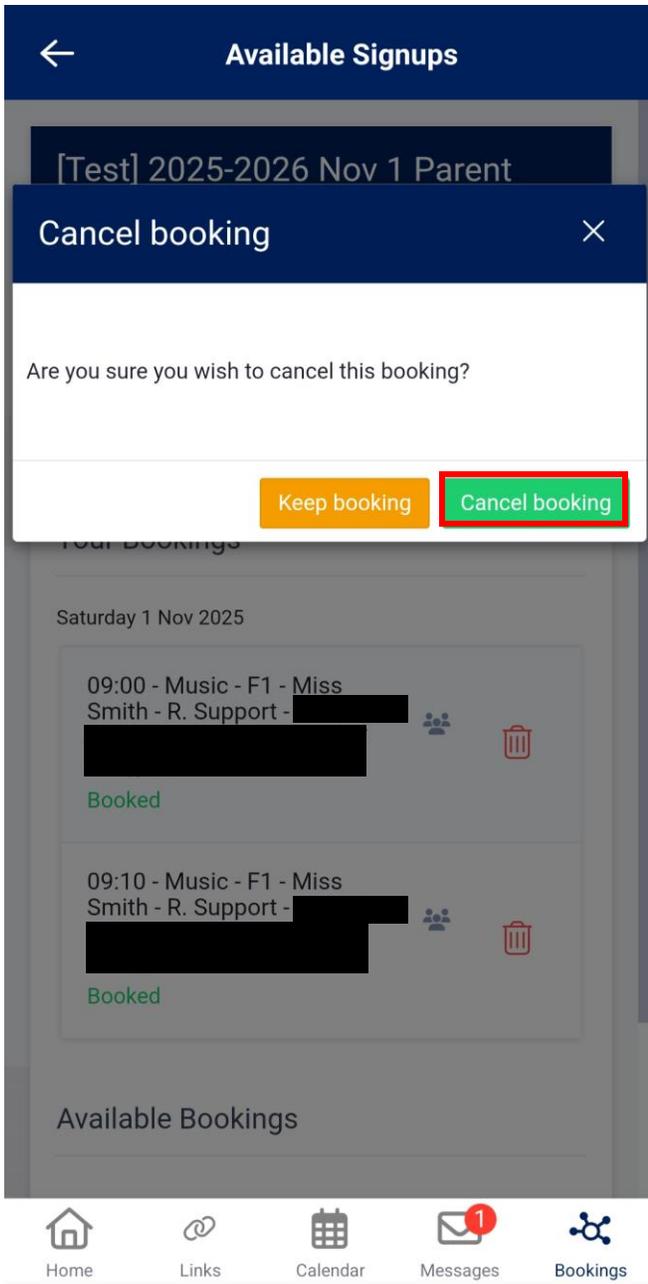
If you cannot see the number next to your child's name in the sign up page, then please go back into the booking page and refresh the booking as indicated below



You only need to refresh on one to refresh them all

After you confirm the booking, you will have the chance to cancel the booking afterwards, by following the instructions below:





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