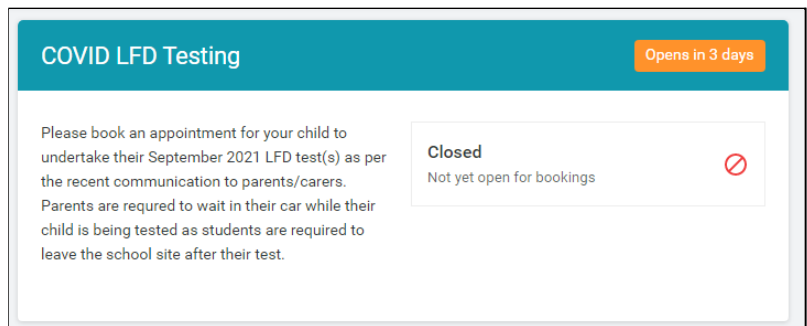


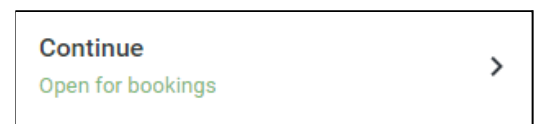
## Robert May's School LFD Test Appointment Booking

1. Access the login screen via the 'Book a LFD appointment' link on the COVID Information and Testing page of the school's website.
2. To login enter your name, email address and your child's name and date of birth.
3. The system uses the 'preferred' name for students, if you experience difficulties matching your child's details check the name and try any other versions you may have provided us with (e.g. William, Will, Billy, Bill). If you have a child going into Years 8-11 you can check their latest school review for which name to use.

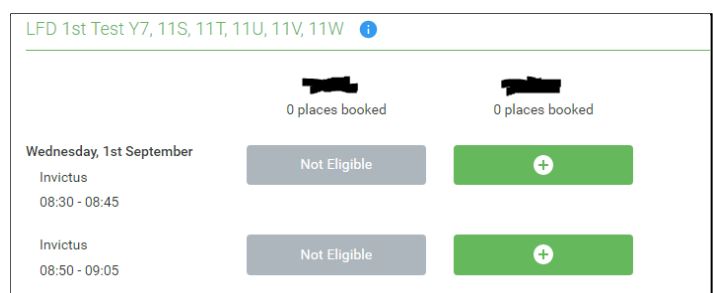


4. Once logged on, the COVID LFD Testing bookings will be available from Tuesday 27th July 2021.

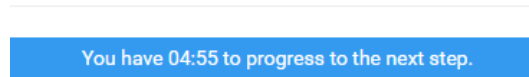
5. When bookings are open, click the 'Continue' message and select the preferred appointment slot for each child.



6. Appointments will only be available for booking on the correct date for a student's Year Group or Tutor Group as per the publicised schedule.



7. Once you have booked an appointment use the Next button to page through the remaining booking pages, including some booking questions that are needed for us to register each test. Make sure you complete your booking within the required time (remaining time is shown at the top of the page). You will receive an email from SchoolCloud confirming your appointments.



8. To amend your booking login again and follow the prompts.

9. Only one appointment can be made for a child, if booking slots show 'Limit Reached' then an appointment has already been made for this student via a different parent login.

