

Parental Guide – How to book slots for clubs through School Cloud

1) Please click on this link - <https://cascoop.schoolcloud.co.uk/> this will take you to the Co-Op Academy Schoolcloud system.

Please fill out your **Title**, **First Name** and **Surname** details on the page. Your **child's name** and **D.O.B** must match our SIMS system in order to allow you to access school cloud.

SchoolCloud

Welcome to the Coop Academy Stoke on Trent booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

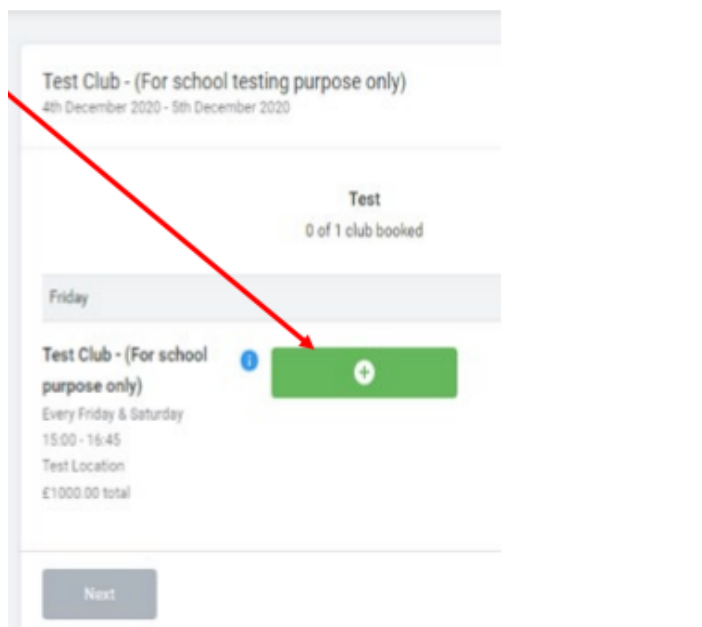
Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="January"/>	<input type="text" value="2010"/>

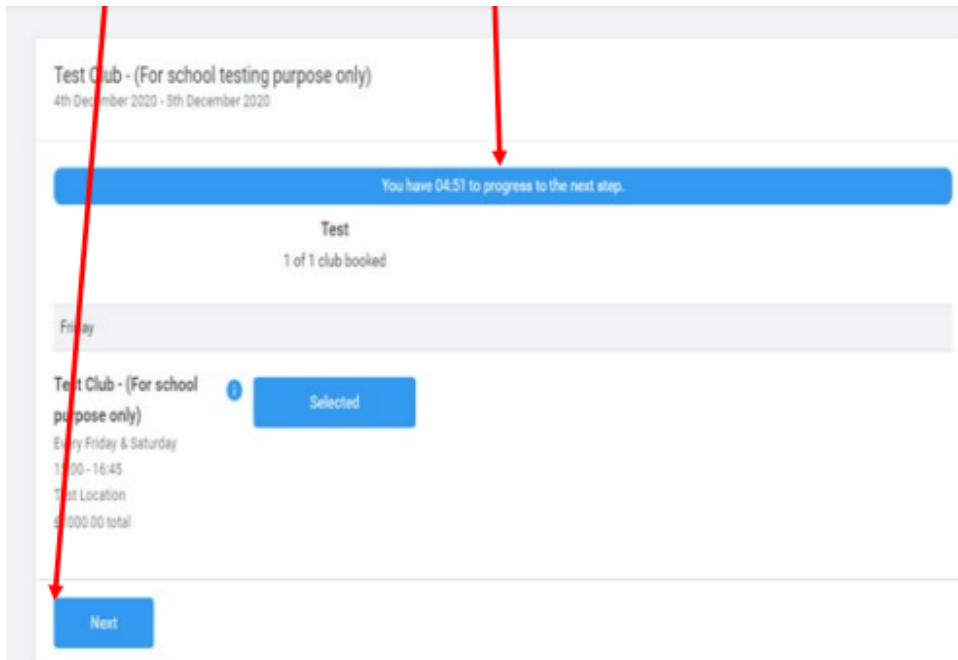
Log In

2) Select the club your child wishes to go to. For example, **Basketball Club** and **click continue**.

3) Each club will display information regarding which teacher will be taking the club, location and a brief description of the club. If you are happy to go ahead with the booking, then simply click on the **green plus button**.



4) School Cloud system will give you up to certain amount of time to complete the booking process by clicking on the **Next** button.



5) You will then see a summary page for the club you have chosen, if you are happy to go ahead please **click on the Confirm button** to finalise a place for your child.

6) You will then be taken to a page to say **“Your booking is confirmed”**. You can click on **“Go to My Bookings”** button and you will see your confirmation.