

## Parents and caregivers - Guide to Online Conferences

### Please note

- To Join the Meeting: Log into SchoolBridge on any device. Go to 'Parent-Teacher Meetings', select 'My Bookings' and you will see your meeting blocks. The 'Join Online Meeting' button will come available close to the scheduled meeting time.
  - You must login to SchoolBridge with the email account that is registered with WC
  - Caregivers from multiple households can join the same meeting. The caregiver who made the booking has the option to invite additional caregivers to join the meeting.
  - Students can join the Meeting by logging in to School Bridge.
- Pop-up Settings: If your computer's security settings block pop-ups, you may have trouble joining the meeting. We recommend adjusting these settings or using a different device.
- Cancellations: If you can no longer attend, please contact reception so we can cancel the booking.
- Rescheduling: To reschedule, please contact the teacher directly. They will let you know if a different time is available.

You can share the meeting link with another caregiver. Go to 'My Bookings' and click 'Invite':

The screenshot shows the 'My Bookings' page in the SchoolBridge interface. At the top, there are tabs for 'Overview', 'Make a Booking', and 'My Bookings'. A red arrow points to the '+ Invite' button in the top right corner. Below the tabs, the page title 'My Bookings' is displayed, followed by the text 'Below are the list of bookings you have made for each of your students'. A user profile for 'Tanya Perez' (ID 19389) is shown. A modal window titled 'Share your Bookings' is open, containing instructions on how to share bookings and a list of bookings for 'Tanya Perez (19389)'. The first booking is '1 December, 2026 8:00 am - 8:05 am Mentor Spike Africa'. A 'Generate Shareable Link' button is visible, and a 'Cancel' button is at the bottom right of the modal.

Overview | Make a Booking | **My Bookings**

**My Bookings**

Below are the list of bookings you have made for each of your students

Tanya Perez  
19389

Mentor

Share your Bookings

You can share bookings with another person by selecting any bookings below, and sending them the link that will be shown. Once you share the link, you can cancel it at any time. They will only see the name of the student, the subject and the time for each video call.

Tanya Perez (19389)

☐ 1 December, 2026 8:00 am - 8:05 am Mentor Spike Africa

Generate Shareable Link

Cancel

Go to 'My Bookings' and you will see your meetings. Note the 'Join Online Meeting' button in each box. They will be faded until closer to the meeting time.

**Wellington College**

Term 2 Parent Teacher Meetings - Online

Overview | Make a Booking | **My Bookings**

### My Bookings

Below are the list of bookings you have made for each of your students

**English / Te Reo Pākehā** 11ENG:2-2

Date: May 11, 2026  
Time: 3:30 PM - 3:35 PM  
Booking Type: Online  
Staff: Maddy Haydock  
Caregiver:

**Science / Pūtaiao** 11SCN:3-1

Date: May 11, 2026  
Time: 3:45 PM - 3:50 PM  
Booking Type: Online  
Staff: Rachael Anderson  
Caregiver:

**Physical Education / Hauora**

Date: May 11, 2026  
Time: 4:00 PM - 4:05 PM  
Booking Type: Online  
Staff: Ryan Frost  
Caregiver:

**Technology / Hangarau** 11TEC:4-1

Date: May 14, 2026  
Time: 8:20 AM - 8:25 AM

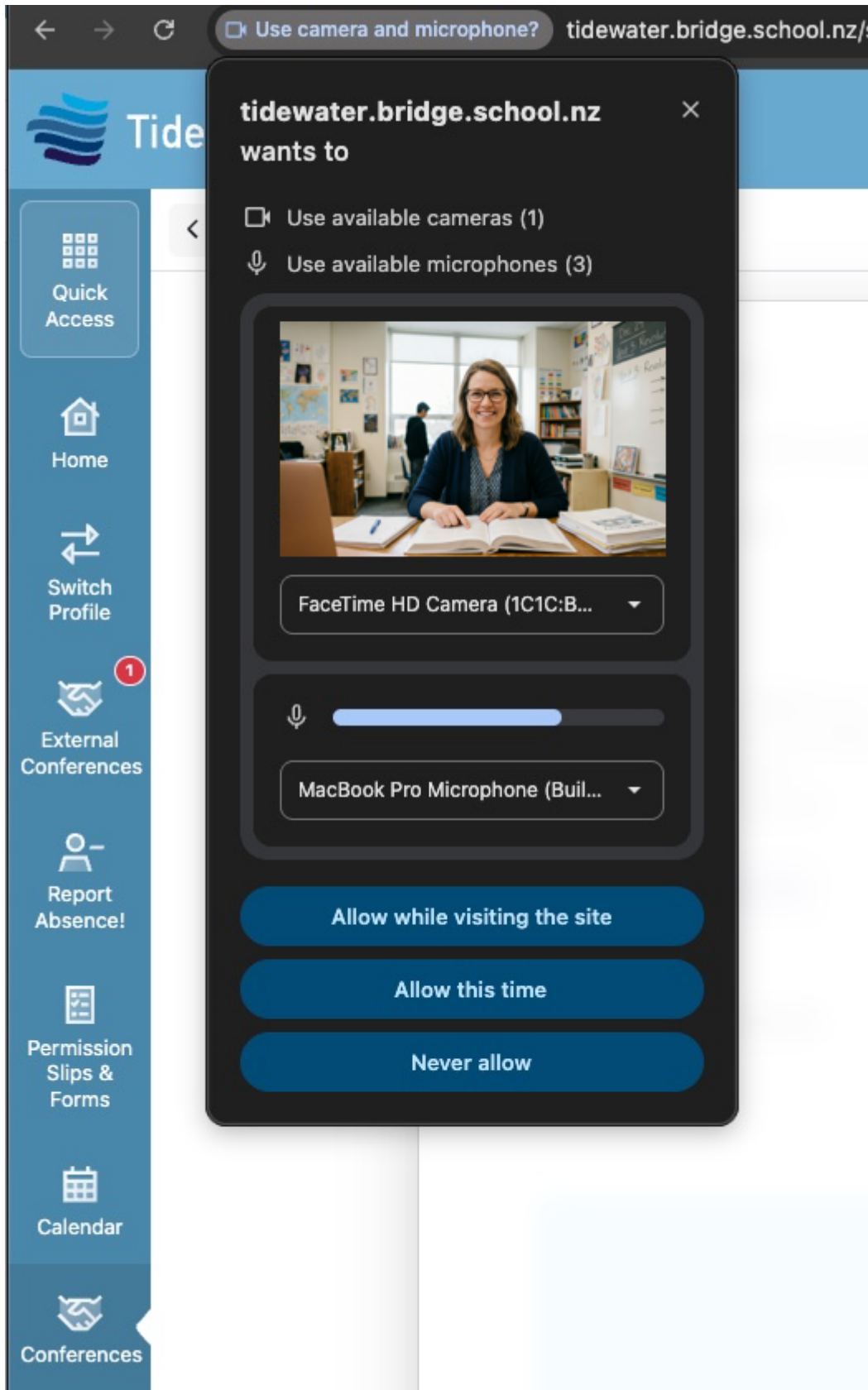
**Digital Technology / Hangarau** 11DTE:6-1

Date: May 18, 2026  
Time: 3:45 PM - 3:50 PM

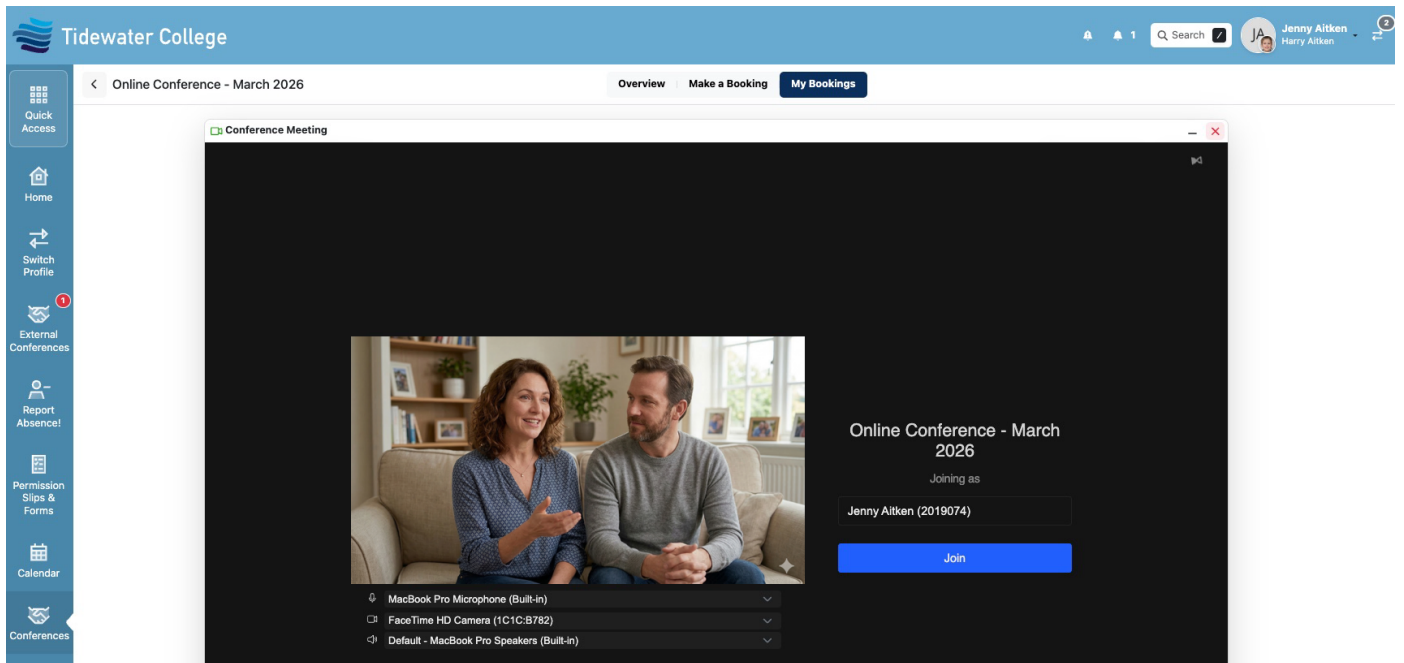
**Mathematics / Pāngarau**

Date: May 20, 2026  
Time: 3:45 PM - 3:50 PM

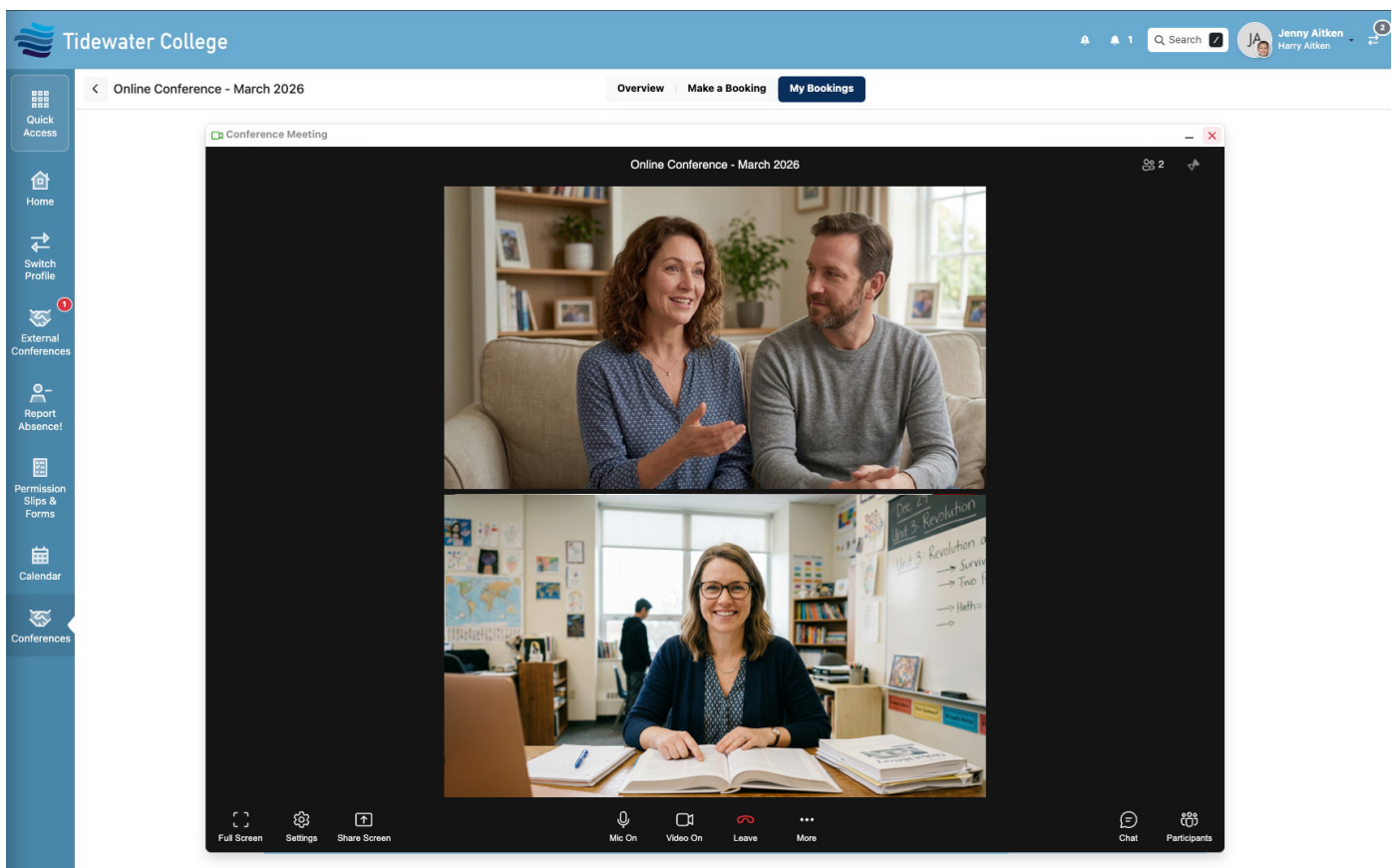
Once you have clicked 'Join Online Meeting' you will most likely see a pop up depending on what device you are using. Click allow in order to see the staff member and also use the microphone.



You will then see the online meeting video window pop up



The online call options then appear on your video.



At any time, either party can leave the meeting.