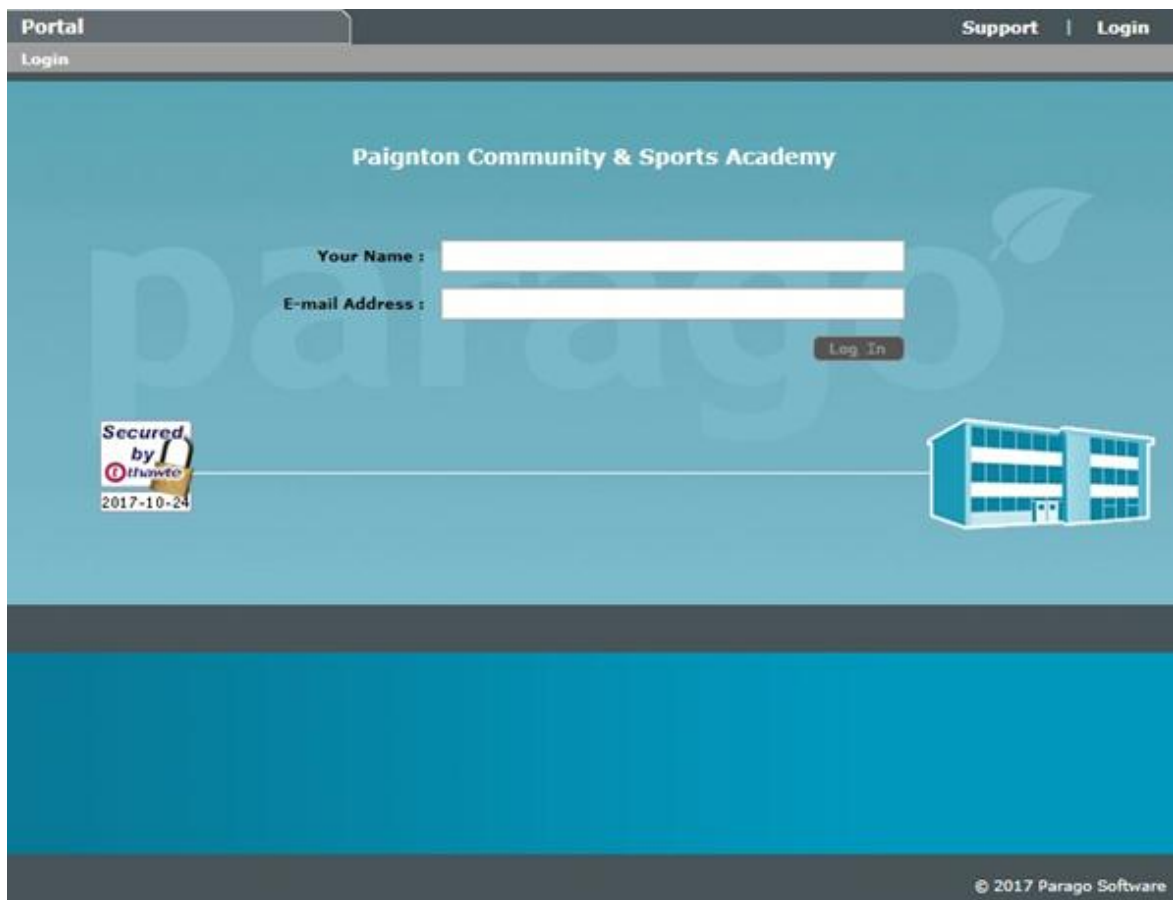


Open your browser. Go to link <http://bookings.paigntonacademy.org>

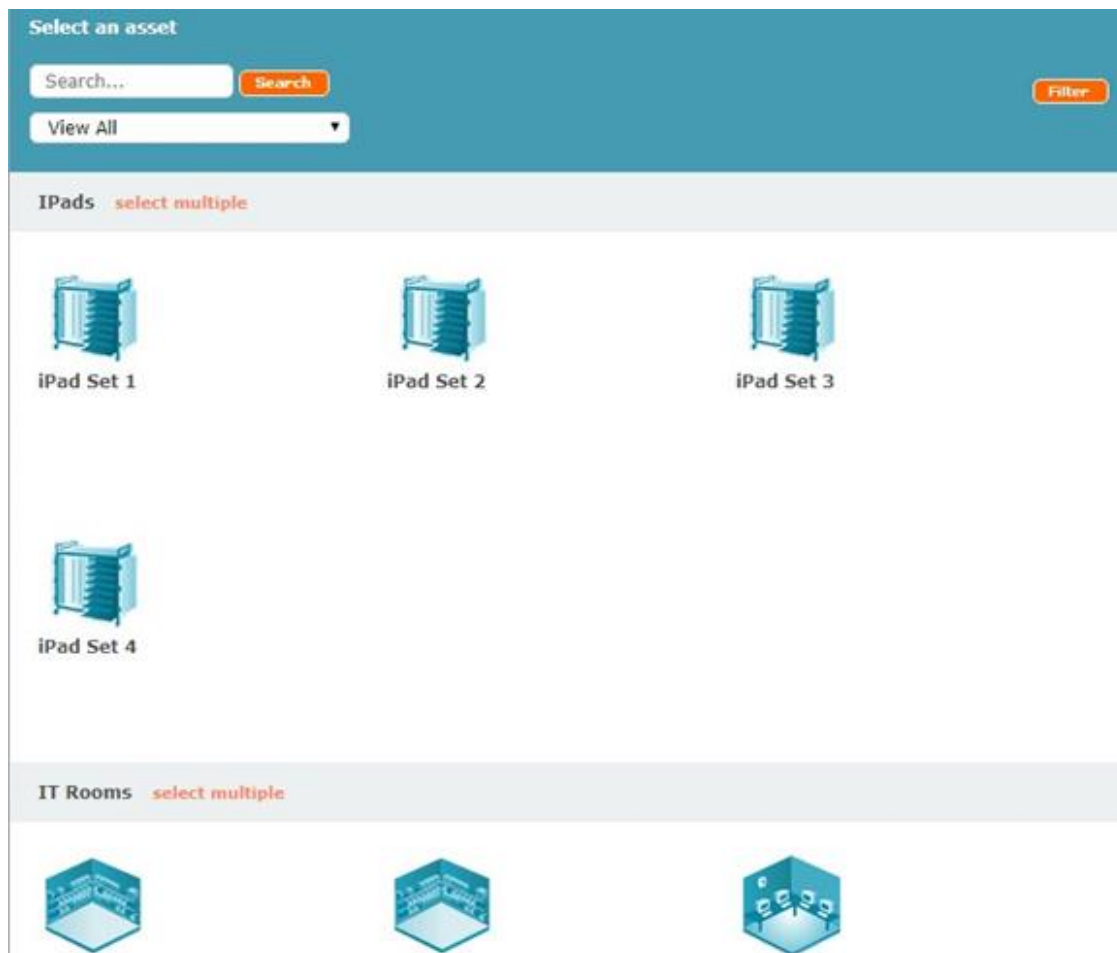
Enter your Name and Academy Email, and login.



Once logged in, click Asset Booking.



Find the Resource you are looking for i.e. iPads, Assemblies, VLC.



- **Single Resource Booking** – Click the resource
- **Multiple Resource Booking** – Click “Select Multiple” and select the resources needed, then submit.

Select the time and date required, add any additional information that's needed, and Book.

- Your booking will be displayed on the calendar below, to allow other users to see if the resource is booked or available.

The screenshot shows a booking form for two resources: 'iPad Set 1' and 'iPad Set 2'. The form includes a dropdown menu set to 'a single time', 'From' and 'Until' date fields, and an 'Additional Information' text area. Below the form is a legend for 'Pending' (orange) and 'Approved' (blue) statuses, and a calendar for 'October 2017' with days of the week and dates 1 through 14.

- Single Time – Booking for a single start-end time, i.e. Period 1
- Recurring Time – For a recurring booking over a set time, i.e. repeat this booking every Monday.

This screenshot shows a recurring booking form. It starts with a dropdown menu set to 'a recurring time' and a 'Clear' button. The 'Booking time' section has 'Start:' and 'End:' fields. The 'Recurrence pattern' section has radio buttons for 'Daily', 'Weekly', and 'Monthly', and a selected option for 'Every [] days(s)'. The 'Range of recurrence' section has a 'Start:' field and radio buttons for 'End after: [] occurrences' and 'End by: []'.

**Upon booking the resource, an email will be sent for approval.
A second email will then be sent once the request has been confirmed.**



Dear Dylan Pestell

A booking request has been made. Please log in to Parago platform to take an action.

Booked by : Dylan Pestell
Booked at : 24 Oct 2017 @ 14:29
Booked from : 24 Oct 2017 @ 15:00
Booked until : 24 Oct 2017 @ 16:00
Account : Paignton Community & Sports Academy

Booked Assets :

• BRC Assembly Laptop

This is an automatically generated email by the Parago system, please do not reply on this email if you wish to unsubscribe please log in to your account.



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