

A how to guide...



How to use the online Dartford STLS booking site
to book a Dartford CAMHS consultation slot

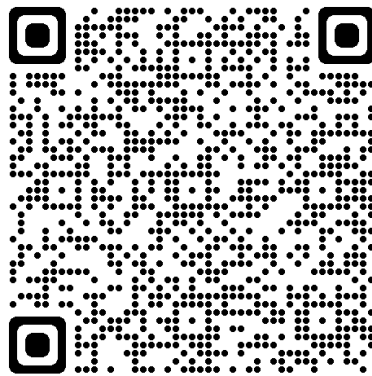


In partnership with

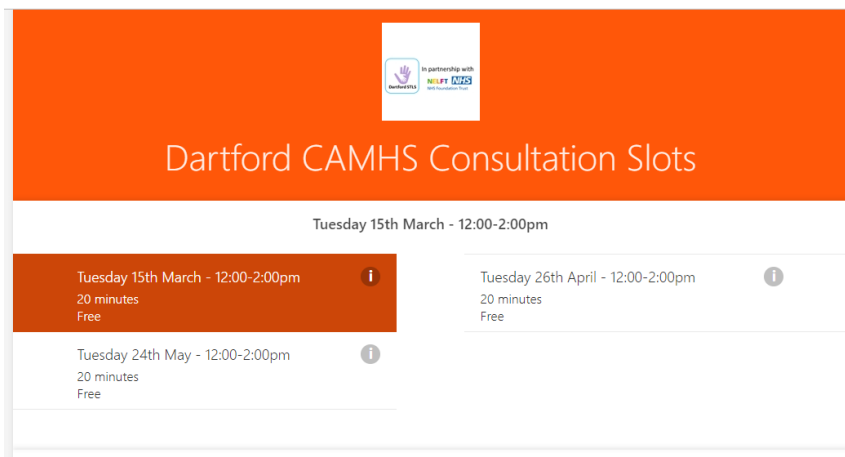


1. Click on the link or scan the QR code below

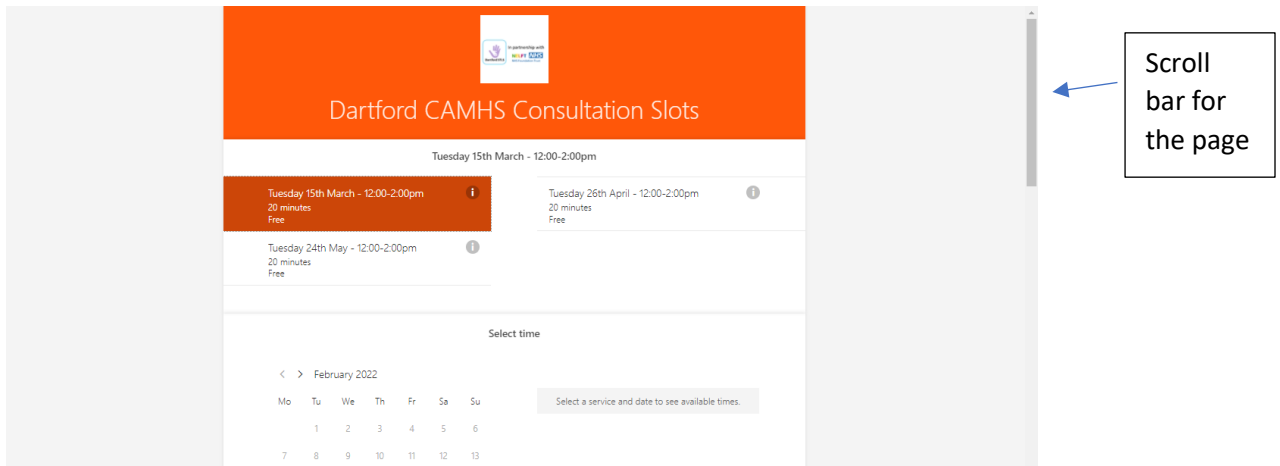
[Dartford CAMHS Consultation Slots \(office365.com\)](https://office365.com)



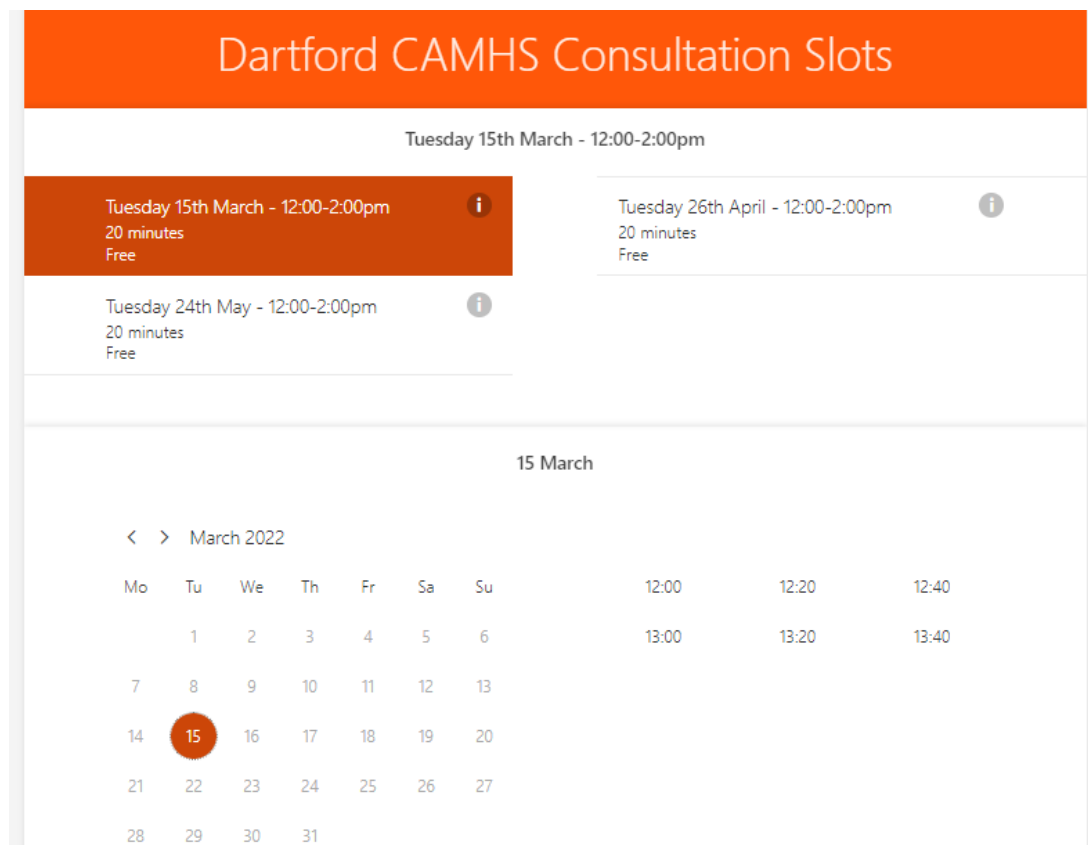
2. Click on the date you wish to attend a consultation slot.



3. Scroll down the page to find the date you selected in the calendar shown.



4. Select the date of the course and a range of available appointment times will appear. These are the start times of the appointments available.



5. Select the time you wish to book.

The screenshot shows a booking interface. At the top, it displays "Tuesday 15th March - 12:00-2:00pm". Below this, there are three event options, each with a duration of "20 minutes" and a price of "Free":

- Tuesday 15th March - 12:00-2:00pm (highlighted in orange)
- Tuesday 26th April - 12:00-2:00pm
- Tuesday 24th May - 12:00-2:00pm

Below the event options is a calendar for "15 March, 13:20". The calendar shows the month of March 2022. The 15th is highlighted in orange. To the right of the calendar, there are time slots: 12:00, 12:20, 12:40, 13:00, 13:20 (highlighted in orange), and 13:40.

At the bottom of the calendar, there is a note: "All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London".

6. Scroll down the page to add your details and secure your booking.

The screenshot shows a registration form with a scroll bar on the right side. The form is titled "Add your details" and "Provide additional information".

Add your details

Name _____
Email _____
Phone number _____

Provide additional information

Please add the name of your school:

Please add your role:

Please check this box to provide your consent for Darford STLS to collect, process and store your data in order to agree the booking.
Your data will only be used by Darford STLS. We will not share your data with any third parties.
The data we request from you is used to process your booking to attend a Darford STLS event, such as training, virtual surgery or transition event. It will also be used to contact you should the need arise prior to or following the event.
Your personal information is kept private and stored securely until a time it is no longer required or has no use.
If you wish to withdraw your consent at any stage, please contact Lucy Aspinall aspinall@rouhillskentschulst.com to notify us and confirm this. Thank you.

Scroll bar for the page

Provide additional information

Please add the name of your school:

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Book

The Policies and Practices of Dartford CAMHS Consultation Slots apply to the use of your data


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Once you have booked a confirmation message will appear and you will receive an email to confirm your booking. Please remember to check your junk/spam email. Please keep the email as this is what you will need to go back to if you need to change or cancel your booking. If you require support please contact Kirby Woods woodsk@rowhill.kent.sch.uk or phone 01322 937897.