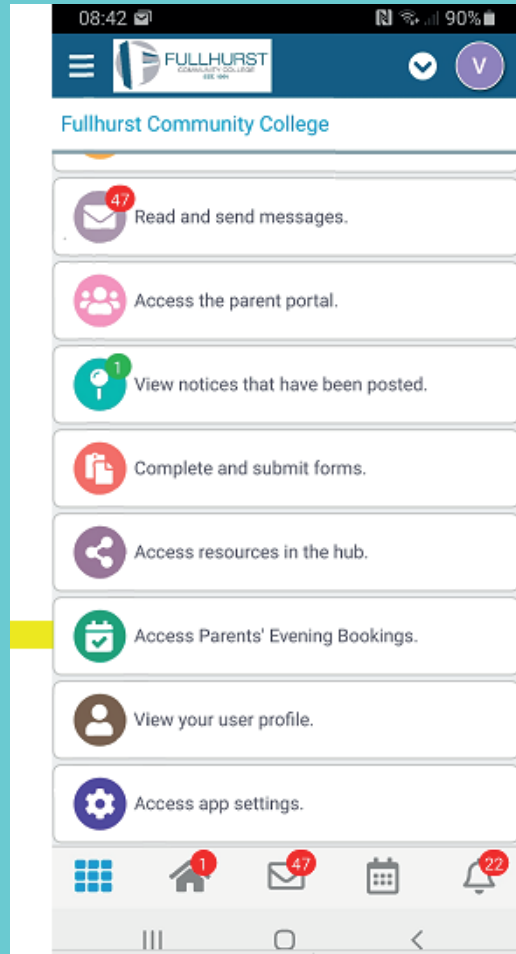


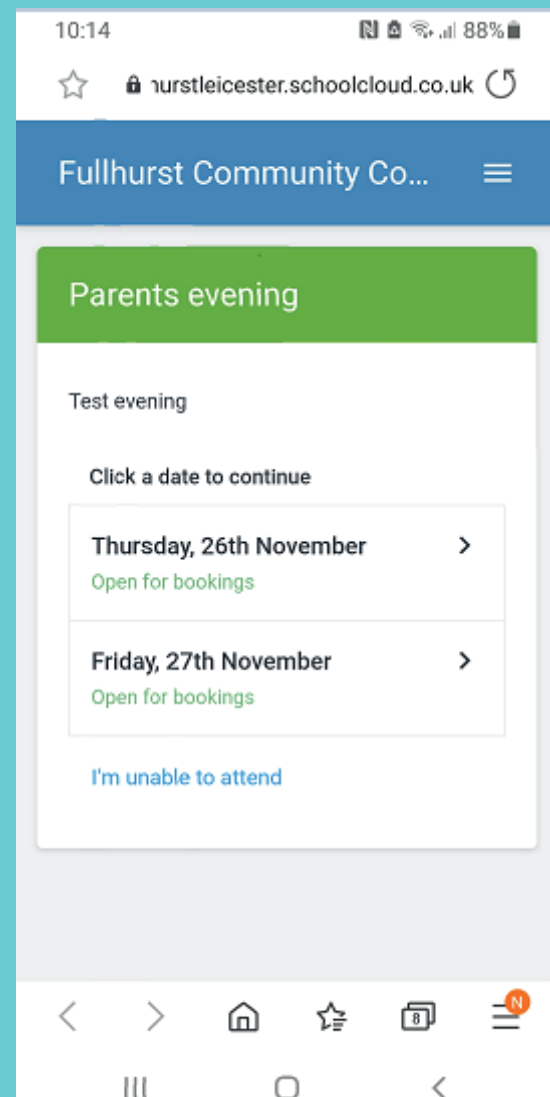
# How to book your parent evening appointment



## Step 1: Open App

Choose **‘Access Parents Evening Bookings’** in the main menu

## Step 2: Select date



## Step 3: Select Booking Mode

Choose **‘Automatic’** if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with teacher, choose **‘Manual’**. Then press **‘Next’**.

We recommend choosing the automatic booking mode when browsing on a mobile device.

### Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**  
Automatically book the best possible times based on your availability

☐ **Manual**  
Choose the time you would like to see each teacher

Next

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Please select available teacher. A green tick indicates they're selected. To de-select, click on their name.

### Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

**Ben Abbot**

☒ **Mr J Brown**  
SENCO

☒ **Mrs A Wheeler**  
Class 11A

Continue to Book Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose **‘Accept’** at the bottom left.

If it wasn't possible to book selected teacher during the times you are able to attend, you can try again, or switch to manual booking mode (Step 5b).

### Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking **‘Delete’**. Then choose an alternate time.

Once you're finished booking your appointment, at the top of the page in the alert box, press **‘Click Here’** to finish the booking process.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 6: Finished

All your bookings now appear on the **‘My Bookings’** page.

An email confirmation has been sent and you can also print appointments by pressing **‘Print’**. To change your appointment, click on **‘Amend Bookings’**.

Home

My Bookings

Send Feedback

Sign Out

### Year 11 Subject Evening

6 appointments from 15:00 to 16:30

Thursday, 13th April

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr K Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC