

Your Details

Title: Mrs
 First Name: Rachael
 Surname: Abbot
 Email: rabbot4@gmail.com
 Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben
 Surname: Abbot
 Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
 Open for bookings

Friday, 17th March
 Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

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 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend.

To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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

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 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.

Select the teachers you would like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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
Mr J Sinclair	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr B Mcnamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

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

If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Teacher	Student	Subject	Room
Mr J Brown SENCO (A2)	Ben		
Miss B Patel Class 10E (H3)	Andrew		
Mrs A Wheeler Class 11A (L1)	Ben		

16:30

16:40

16:50

17:00

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 are finished booking all appointments, at the top of the page in the alert box, press **click here to finish the booking process**.

My Bookings

View 11 Bookings

This parents evening is for 11 appointments. Please click the school on the map to see the location and follow the signs for the school. Please also check the booking details page for any updates to the booking process.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr B Mcnamara	Andrew	French	L4
Mrs A Wheeler	Ben	Mathematics	M2
Miss B Patel	Andrew	Mathematics	M2
Mr J Brown	Ben	English	E5

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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.