

PARENTS EVENING SYSTEM USER GUIDE

Step 1 – Login

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr <input type="button" value="v"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address		Confirm Email Address
<input type="text" value="john.smith@gmail.com"/>		<input type="text" value="john.smith@gmail.com"/>

Child's Details

First Name	Surname	DoB dd/mm/yyyy
<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="26/11/2005"/>

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth in the format dd/mm/yyyy – eg: 26/11/2005

PARENTS EVENING SYSTEM USER GUIDE

Step 2 – Select Parents' Evening

The screenshot shows the 'Parents Evening Booking' interface. At the top, there is a blue header with the title 'Parents Evening Booking' and links for 'Send Feedback' and 'Logout'. Below the header, there are two tabs: 'Home' and 'Appointments'. The main content area is divided into three sections. On the left, under 'Hi John', there is a message: 'Click on a parents evening below to make appointments or browse to [Manage Appointments](#) to view/edit/delete current appointments.' Below this is a section titled 'Select a parents' evening to add appointments:' with a sub-section 'Parents' Evening' featuring an icon of two people. The text describes the event: 'This parents' evening is for all pupils. 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.' The date and time are listed as 'Date: 24/01/2013 Time: 16:00 - 20:30'. To the right of this section is a green checkmark icon and the word 'Continue'. On the far right, there are two sections: 'Contact Details' with the text 'Please follow the on screen instructions to book appointments. Should you have any difficulties, please contact:' and contact information for Mr John Smith (email@email.com, 45 North End Rd, London, L12 4UL); and 'Child's Details' with the text 'Sarah Smith, Year: 7, Registration Class: 7D3'. At the bottom of the page, it says 'Powered by roombookingsystem' and 'Copyright © Room Booking System Ltd 2012'.

Click the green tick to select the parents' evening you want to make appointments for.

Step 3 – Choose Teachers

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R Mcnamara - French
- Dr R Mcnamara - German
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Continue to Book Appointments

PARENTS EVENING SYSTEM USER GUIDE

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Step 4 – Book Appointments

Send Feedback Logout

Parents Evening Booking

Home
Appointments

Step 3 of 3: Make Appointments

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment in good time.

Finished Adding Appointments?
You've still got 2 appointments to make. However if you're finished, please [click here](#) to save your appointments and send an email confirmation.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4	Mrs E Paton Physical Ed H4	Ms J Estaphan Science S5
	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book	Busy	Book
16:10	Book	Book	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Busy	Book	Book
16:25	Book	Book	Book	Book	Book	Book	Book
16:30	Book	Busy	Book	Book	Book	Book	Book
16:35	Book	Book	Busy	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Busy	Book	Book
16:50	Book	Book	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Busy	Book	Book	Book
17:00	Book	Book	Book	Book	Book	Book	Book
17:05	Book	Book	Book	Book	Book	Book	Book
17:10	Book	Book	Book	Book	Book	Book	Book
17:15	Book	Book	Book	Book	Book	Book	Book
17:20	Book	Book	Book	Book	Book	Book	Book
17:25	Book	Book	Book	Book	Book	Book	Book
17:30	Book	Book	Book	Book	Book	Book	Book

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

PARENTS EVENING SYSTEM USER GUIDE

Step 5 – Finished

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#)

[Send Feedback](#)

[Logout](#)

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

Viewing/Editing/Printing Appointments

The screenshot displays the 'Parents Evening Booking' system interface. At the top, there is a blue header with the title 'Parents Evening Booking' and links for 'Send Feedback' and 'Logout'. Below the header, there are two tabs: 'Home' and 'Appointments', with 'Appointments' being the active tab. On the left side, there is a sidebar with a 'Print Appointments' icon and text, and a 'Select Evening' section showing 'Parents' Evening' for '24/01/2013'. The main content area is titled 'Your Appointments' and features a vertical list of time slots from 16:00 to 18:25. Several slots are highlighted in red, indicating booked appointments: 16:20 (Mr A Pinkney - Geography (H5)), 16:30 (Mr J Atkinson - English (E5)), 16:40 (Mr A Gray - French (L2)), 16:50 (Mr K Jacobs - History (H6)), and 17:00 (Mrs L Vernon - Mathematics (M4)). To the right of the appointment list, there is a section titled 'Parents' Evening' with a description: 'This parents' evening is for all pupils. 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.' Below this description, the date '24/01/2013' and time '16:00 - 20:30' are displayed. At the bottom right of the appointment list, there is a link 'Add/Edit/Delete Appointments' with a pencil icon.

Time	Teacher / Subject
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	
17:30	
17:35	
17:40	
17:45	
17:50	
17:55	
18:00	
18:05	
18:10	
18:15	
18:20	
18:25	

PARENTS EVENING SYSTEM USER GUIDE

You can also view and print your appointments online by clicking the “Appointments” tab. Please bring a print out of your appointment times to the parents’ evening.

You can change your appointments by clicking on “Add/Edit/Delete Appointments”. There is a link at the bottom of the confirmation email which logs you back into the system.