

Text in red is highlighted for your attention – tailor this guide for the school.

Parents' Guide for Booking Appointments

Browse to <https://WebAddress.parentseveningsystem.co.uk/>

(screenshot if using registration class)

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	John	Smith

Email Address: john.smith@gmail.com
Confirm Email Address: john.smith@gmail.com

Child's Details

First Name	Surname	Registration Class
Sarah	Smith	7D3

Step 1: Login

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).

(if using Reg Class/Tutor Group)

Registration class – eg: 7D3, Penguins 4, etc

(if using Date of Birth)

Date of birth – eg: 26/11/2005

(screenshot if using date of birth)

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	John	Smith

Email Address: john.smith@gmail.com
Confirm Email Address: john.smith@gmail.com

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

(if using Login Code)

Enter the login code found in the letter.

Select a parents' evening to add appointments:

	Parents' Evening 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. Date: 24/01/2013 Time: 16:00 - 20:30	<input checked="" type="checkbox"/> Continue
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Step 2: Select Parents' Evening

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

(screenshot if parents see many teachers per child – secondary school)

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the . 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 Mianadad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

(screenshot if parents see one teacher per child – primary school)

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on their name. To remove a teacher, click their name to deselect them. You already have some appointments booked.

Ben

- Mr M Lubbock - Class 9A

Claire

- Mr T Smith - Class H

James

- Mrs E Paton - Class G

(screenshot if parents see many teachers per child – secondary school)

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(screenshot if parents see one teacher per child – primary school)

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Ben

- Mr M Lubbock - Class 9A

Claire

- Mr T Smith - Class H

James

- Mrs E Paton - Class G

(if you have synced data with SIMS/Facility/Progresso/Integrus)

Step 3: Choose Teachers

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.

(the following paragraph should only be included if the "pre-selected teachers only" option is disabled for this evening)

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

Click on the Continue button to proceed.

(if you have synced data with iSAMS /SEEMiS or imported a classes file)

Step 3: Choose Teachers

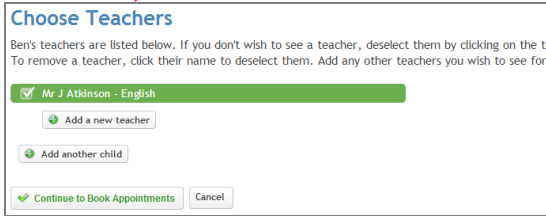
Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

(the following paragraph should only be included if the "pre-selected teachers only" option is disabled for this evening)

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

Click on the Continue button to proceed.

(if you have not synced with an MIS or imported a classes file)



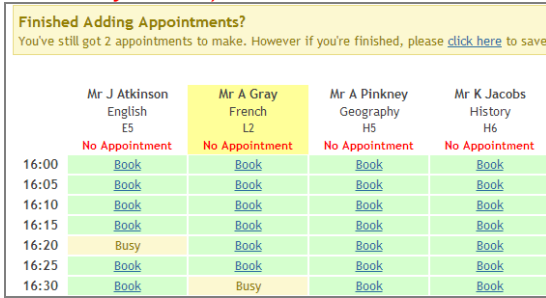
Step 3: Choose Teachers

Select the teachers you wish to see by pressing the “Add a new teacher” button and in the popup, first choose the department, eg: **Year 4, Maths, Tutor, SENCO, etc** and then select the teacher from the drop down box. Repeat for all the teachers you wish to see.

If you have another child to book into this parents’ evening, press the “Add another child” button and enter their details. Then repeat this step to add teachers for the newly added child.

Click on the Continue button to proceed.

(screenshot if parents see many teachers – secondary school)



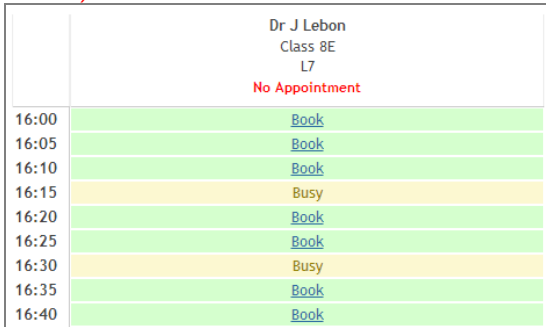
(if you have not enabled notes from parents)

Step 4: Book Appointments

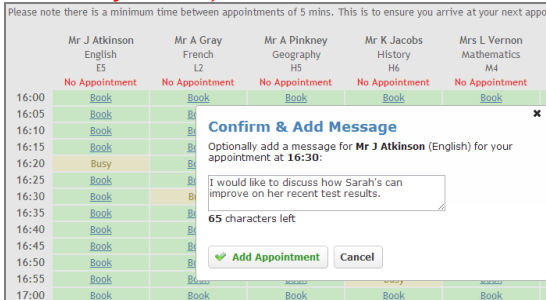
Click ‘Book’ to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

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.

(screenshot if parents see one teacher – primary school)



(screenshot if parents see many teachers – secondary school)



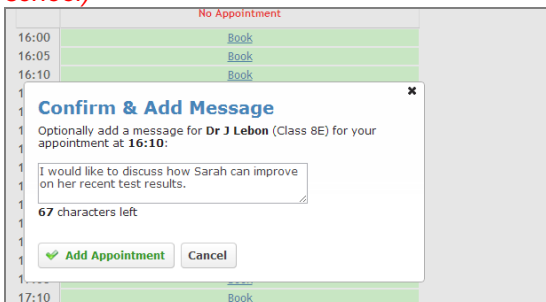
(if you have enabled notes from parents)

Step 4: Book Appointments

Click ‘Book’ to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on “click here” in the yellow box at the top of the page to send the confirmation email.

(screenshot if parents see one teacher – primary school)



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](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. **To send the school feedback about this system, click on "Send Feedback".**

The screenshot shows a web interface with a navigation bar containing 'Home' and 'Appointments'. The main content area is titled 'Your Appointments' and displays a list of times from 16:00 to 17:25. Several times are highlighted with red bars, each containing a teacher's name and subject: Mr A Pinkney - Geography (H5) at 16:20, Mr J Atkinson - English (E5) at 16:30, Mr A Gray - French (L2) at 16:40, Mr K Jacobs - History (H6) at 16:50, and Mrs L Vernon - Mathematics (M4) at 17:00. To the right of the list, there is a 'Parents' Evening' section with a date of 24/01/2013 and a 'Print Appointments' button. At the bottom right, there is an 'Add/Edit/Delete' link.

Viewing/Editing/Printing Appointments

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.