



Your Details

First Name: [Text Box] Surname: [Text Box]

Email: [Text Box] Password: [Text Box]

Parent's Details

First Name: [Text Box] Surname: [Text Box] Class ID: [Text Box]

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

Click a date to continue:

Thursday 14th March
Click for bookings

Friday 17th March
Click for bookings

Unavailable 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 control below and then click Next:

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the times you would like to see each teacher

Next

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 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 uncheck. Many of our teachers are available.

Ben Atwell

Mr J Brown

Mrs A Wheeler

Continue 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'd 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 you. If you'd like to change any of these, click on the 'Book' button on the bottom.

| Teacher | Subject | Subject | Room |
|---------------|---------|-------------|------|
| Mr J Brown | Maths | Maths | 101 |
| Mrs A Wheeler | Maths | Mathematics | 101 |
| Ben Atwell | Science | Science | 101 |

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 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).



Mr J Brown (Class 100-P10)

Mrs A Wheeler (Class 110-Q, T)

14:30

15:00

15:30

16:00

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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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



My Bookings

| Teacher | Subject | Room | Time |
|---------------|-------------|------|-------|
| Mr J Brown | Maths | 101 | 14:30 |
| Mrs A Wheeler | Mathematics | 101 | 15:00 |
| Ben Atwell | Science | 101 | 15:30 |

Print

Subscribe to Calendar

Amend Bookings

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*.