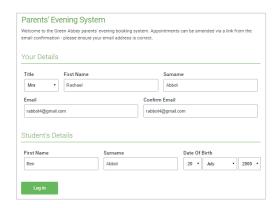


Parents' Guide for Booking Appointments



Step 1: Login

Please fill out all the details on the page then click the *Log In button*. A confirmation of your appointments will be sent to the email address you have provided.

Please use your child's "preferred" forename and surname that matches our records (no abbreviations) and as indicated in the letter accompanying these instructions.

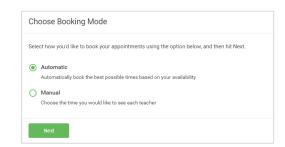
Date of birth - eg: 26 November 2005



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.



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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

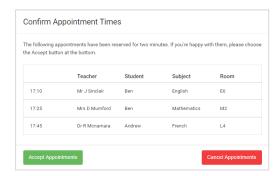
We recommend choosing the automatic booking mode when browsing on a mobile phone.



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.

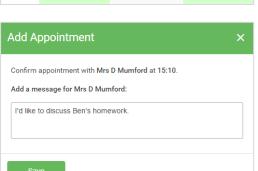


Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should 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).





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.

After clicking on a green cell to make an appointment, a pop-up box appears where 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.



Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

We recommend you either print this out or keep the email confirmation and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

To change your appointments, click on Amend Bookings.

Appointments can only be changed while the booking system is open. If you need to change/delete your appointments once the system has closed, please contact the school.

Please note: you will not receive email confirmation of your appointments if we do not have an email address for you on our system. If we do not have an email address, please contact the school to enable us to add one to the system.