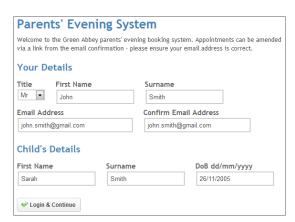
Parents' Guide for Booking Appointments



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).

Date of birth - e.g.: 26/11/2005



Step 2: Select Parents' Evening

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



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

Click on the Continue button to proceed



Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for the SENCO if wanted.

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



Step 5: Finished

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

	Dr J Lebon Class 8E L7 No Appointment
16:00	<u>Book</u>
16:05	<u>Book</u>
16:10	<u>Book</u>
16:15	Busy
16:20	<u>Book</u>
16:25	<u>Book</u>
16:30	Busy
16:35	<u>Book</u>
16:40	<u>Book</u>

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.