

Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

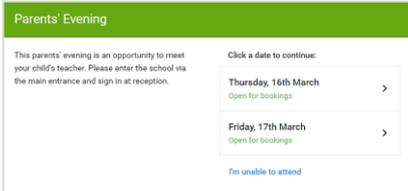
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the login page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

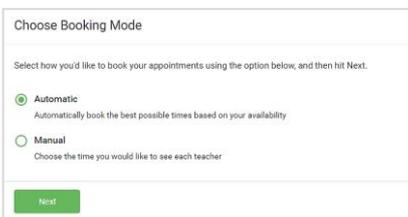
Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

If you are unable to make the date listed, click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are 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 untick them before you continue.

Ben Abbot

Mr J Brown (SENCO)

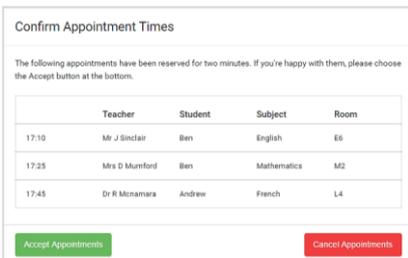
Mrs A Wheeler (Class 11A)

Continue to 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 would like to book appointments with. A green tick indicates they have been selected. To de-select, click on their name.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Murnford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

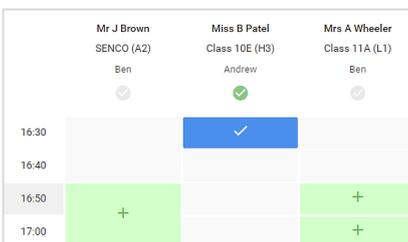
Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments, which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it was not 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 (SENCO (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

If you would like to, you can leave a message for the teacher to say what you would like to discuss.

Once you have 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	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mrs A Wheeler	Ben	Mathematics	M2
16:50 Mrs A Wheeler	Ben	Mathematics	M2
17:00 Mrs A Wheeler	Ben	Mathematics	M2
17:10 Mrs A Wheeler	Ben	Mathematics	M2
17:25 Mrs A Wheeler	Ben	Mathematics	M2
17:45 Mrs A Wheeler	Ben	Mathematics	M2

Step 6: Finished

You will now be on the *My Bookings* page and all your bookings will be listed. An email confirmation will be sent and you can also print appointments from this page by pressing *Print*. Click *Subscribe to Calendar* add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.