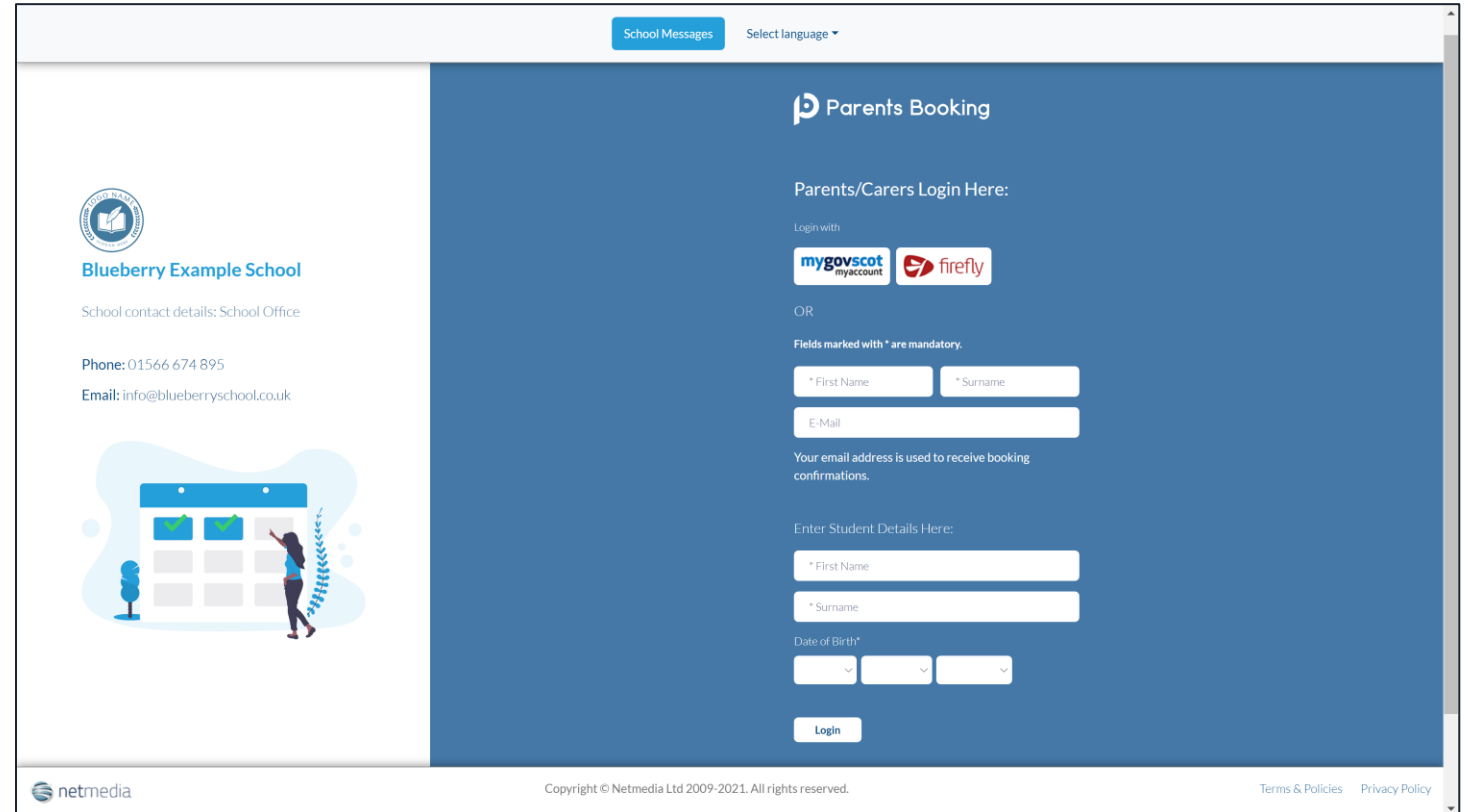


# How do I login?

1. The school will have sent you a website address to login with.
2. Next, login by completing the requested fields



The screenshot shows the login interface for 'Parents Booking' at Blueberry Example School. The page is divided into two main sections: a white sidebar on the left and a blue main content area on the right.

**Left Sidebar (White):**

- Logo of Blueberry Example School.
- School name: **Blueberry Example School**
- School contact details: School Office
- Phone: 01566 674 895
- Email: info@blueberryschool.co.uk
- Illustration of a person interacting with a calendar.

**Right Main Content Area (Blue):**

- Parents Booking logo.
- Section: **Parents/Carers Login Here:**
- Login with options: mygovscot myaccount and firefly.
- OR separator.
- Fields marked with \* are mandatory.
- Form fields: \* First Name, \* Surname, E-Mail.
- Text: Your email address is used to receive booking confirmations.
- Section: **Enter Student Details Here:**
- Form fields: \* First Name, \* Surname, Date of Birth\* (with dropdown menus).
- Login button.

**Footer:**

- netmedia logo.
- Copyright © Netmedia Ltd 2009-2021. All rights reserved.
- Terms & Policies | Privacy Policy

After logging in you will be shown any parents' evenings, events or clubs that are bookable.

You now (usually) have the choice of two tools for making parents' evening appointments:

**Suggest Bookings for Me**

or

**Make Bookings for Myself**

The instructions for both of these options are shown on the next few slides..

Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) LOG-OUT

Blueberry Example School

Welcome Mr Alan Smith

Send school feedback Video Settings

School contact details  
School Office 01566 674 895 info@blueberryschool.co.uk

### Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11	23rd Feb 2021	16:00	19:00
	<a href="#">★ Suggest Bookings For Me</a>			
	<a href="#">✍ Make Bookings For Myself</a>			

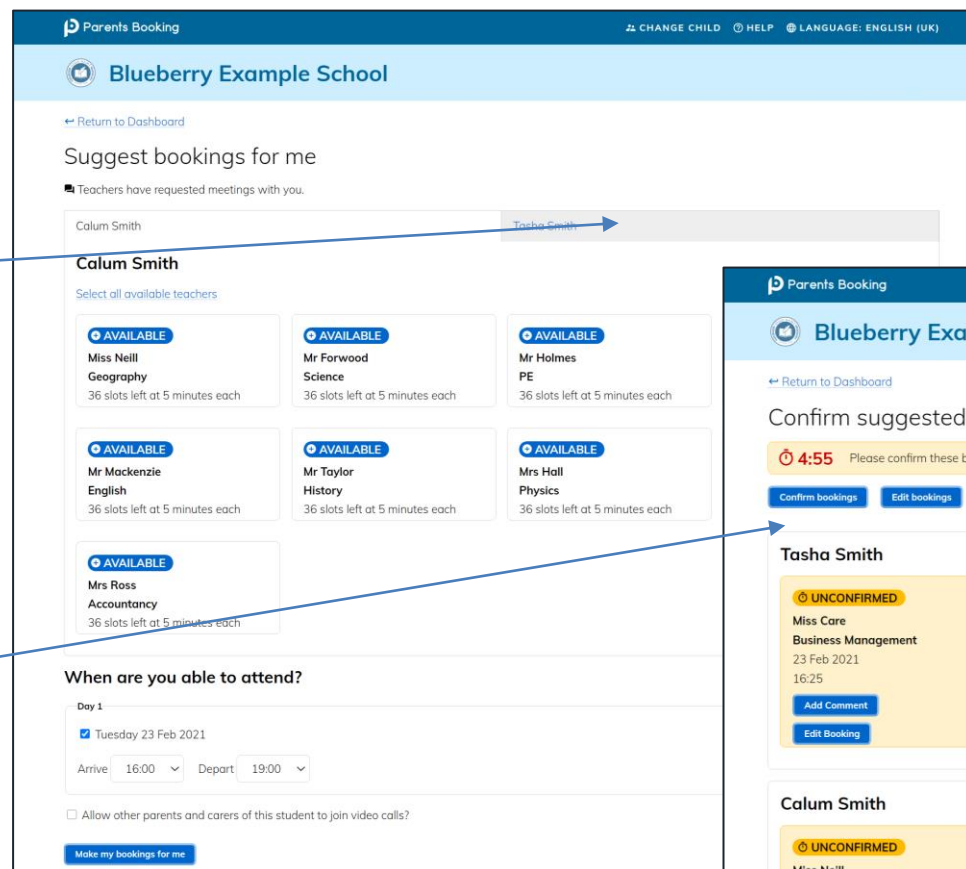
### School Events

Name of Group	Event Name	Date	Start	End
Spring Term	<a href="#">Student Performance of Aladdin</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	<a href="#">Student Performance of Lion King</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00

# Suggest Bookings for Me

Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

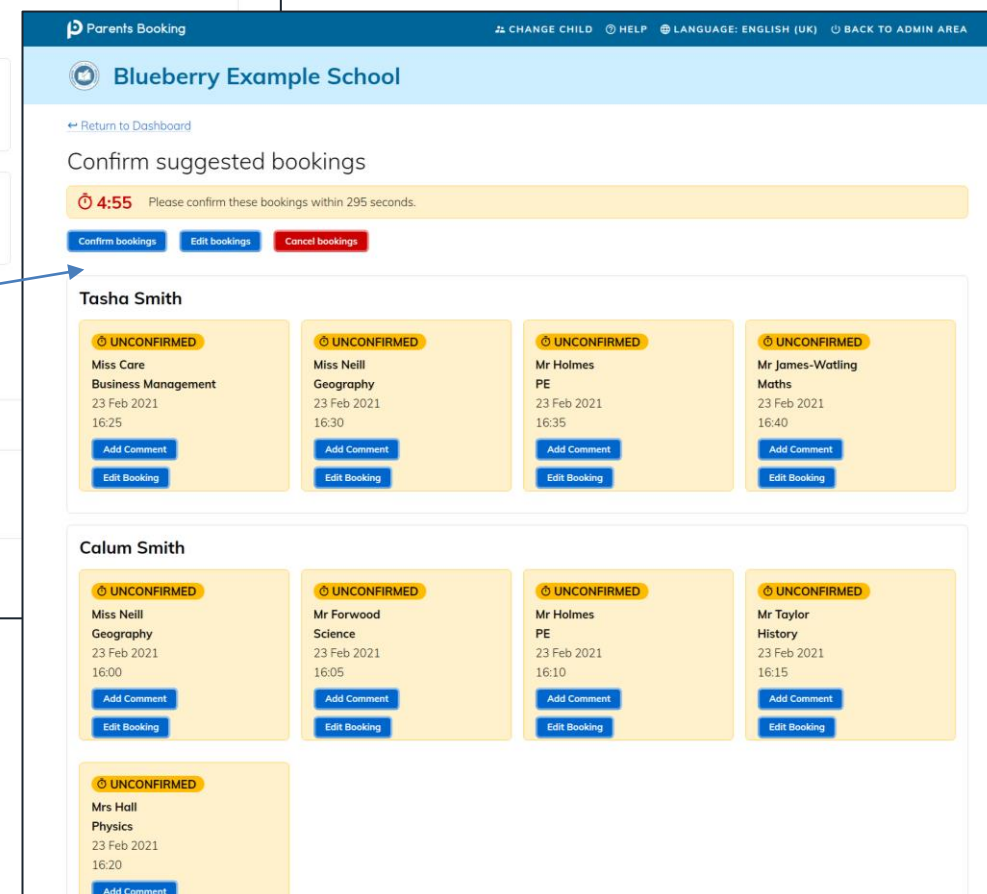
The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.



The screenshot shows the 'Suggest bookings for me' page for Blueberry Example School. At the top, there are navigation links for 'CHANGE CHILD', 'HELP', and 'LANGUAGE: ENGLISH (UK)'. Below the school name, there is a 'Return to Dashboard' link and the title 'Suggest bookings for me'. A message states 'Teachers have requested meetings with you.' A search bar contains 'Calum Smith' and a dropdown menu shows 'Tasha Smith'. Below this, a grid of available teachers is displayed, each with an 'AVAILABLE' badge and '36 slots left at 5 minutes each':

- Miss Neill, Geography
- Mr Forwood, Science
- Mr Holmes, PE
- Mr Mackenzie, English
- Mr Taylor, History
- Mrs Hall, Physics
- Mrs Ross, Accountancy

At the bottom, there is a section 'When are you able to attend?' with a 'Day 1' dropdown, a checked date 'Tuesday 23 Feb 2021', and 'Arrive' (16:00) and 'Depart' (19:00) dropdowns. A checkbox for 'Allow other parents and carers of this student to join video calls?' is present. A 'Make my bookings for me' button is at the bottom.



The screenshot shows the 'Confirm suggested bookings' page for Blueberry Example School. At the top, there are navigation links for 'CHANGE CHILD', 'HELP', 'LANGUAGE: ENGLISH (UK)', and 'BACK TO ADMIN AREA'. Below the school name, there is a 'Return to Dashboard' link and the title 'Confirm suggested bookings'. A yellow banner indicates a 4:55 timer: 'Please confirm these bookings within 295 seconds.' Below the banner are three buttons: 'Confirm bookings', 'Edit bookings', and 'Cancel bookings'. The page displays a grid of suggested bookings for two students:

**Tasha Smith**

- Miss Care, Business Management, 23 Feb 2021, 16:25
- Miss Neill, Geography, 23 Feb 2021, 16:30
- Mr Holmes, PE, 23 Feb 2021, 16:35
- Mr James-Watling, Maths, 23 Feb 2021, 16:40

**Calum Smith**

- Miss Neill, Geography, 23 Feb 2021, 16:00
- Mr Forwood, Science, 23 Feb 2021, 16:05
- Mr Holmes, PE, 23 Feb 2021, 16:10
- Mr Taylor, History, 23 Feb 2021, 16:15
- Mrs Hall, Physics, 23 Feb 2021, 16:20

Each booking card includes an 'UNCONFIRMED' badge, the teacher's name, subject, date, time, and 'Add Comment' and 'Edit Booking' buttons.

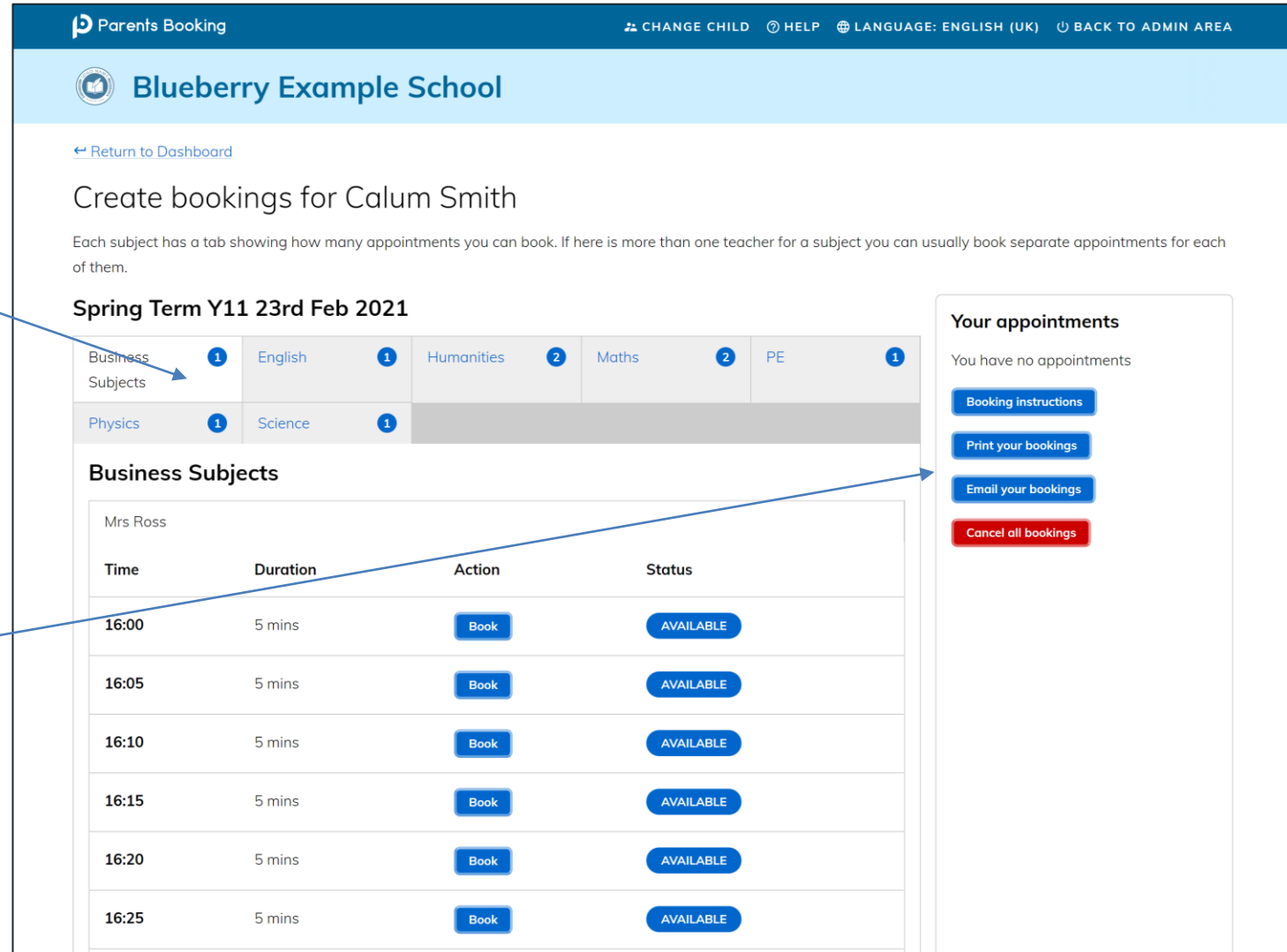
# Make Bookings for Myself

To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) BACK TO ADMIN AREA

Blueberry Example School

[Return to Dashboard](#)

## Create bookings for Calum Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Spring Term Y11 23rd Feb 2021

Business Subjects 1 English 1 Humanities 2 Maths 2 PE 1  
Physics 1 Science 1

### Business Subjects

Mrs Ross

Time	Duration	Action	Status
16:00	5 mins	<a href="#">Book</a>	AVAILABLE
16:05	5 mins	<a href="#">Book</a>	AVAILABLE
16:10	5 mins	<a href="#">Book</a>	AVAILABLE
16:15	5 mins	<a href="#">Book</a>	AVAILABLE
16:20	5 mins	<a href="#">Book</a>	AVAILABLE
16:25	5 mins	<a href="#">Book</a>	AVAILABLE

**Your appointments**  
You have no appointments

[Booking instructions](#)  
[Print your bookings](#)  
[Email your bookings](#)  
[Cancel all bookings](#)

# Joining Video Meetings

On the day of the parents' evening, a blue "Join Video Appointment" button will show up **10-15mins before your first appointment**, after you login.

Any time in advance of your video meeting you can test your internet browser, web cam, microphone and internet connection's compatibility by clicking 'Video Settings'.

When you are ready to join your video meetings, click 'Join Video Appointments'. You will enter a video meeting room, and will await your first appointment starting.

When your first appointment is due to begin, you will need to authorize use of your microphone and web cam, and then your meeting will start at the scheduled time.

