

Parents' Guide for Booking Appointments

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



Your Details

First Name: [text box] Surname: [text box]

Email: [text box] Confirm Email: [text box]

Parent Name: [text box] Password: [text box] Show ID Card: [checkbox]

[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 16th March
Click for bookings

Friday 17th March
Click for bookings

[I'm unable 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 appointment using the option below and click *Next*.

Automatic
Automatically book the best possible time 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'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 click *Hide* before you continue.

Hide All

Mr J Brown
 Mrs A Wheeler

[Continue with Appointment]

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 generated for you. If you're happy with them, please click *Accept* below before the timer expires.

Teacher	Student	Subject	Room
Mr J Brown	Mr J Brown	Maths	Wright
Mrs A Wheeler	Mrs A Wheeler	Maths	Wright
Mrs A Wheeler	Mrs A Wheeler	Maths	Wright

[Accept Appointment] [Cancel Appointment]

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 102 (42) Sun

Mrs B Patel Class 102 (42) Mon

Mrs A Wheeler Class 118 (41) Sun

Time	Mr J Brown	Mrs B Patel	Mrs A Wheeler
16:30		✓	
16:45			
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.

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	Student	Subject	Room
Mr J Brown	Mr J Brown	Maths	Wright
Mrs A Wheeler	Mrs A Wheeler	Maths	Wright
Mrs A Wheeler	Mrs A Wheeler	Maths	Wright

[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*.