

# 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 page 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. The sidebar contains the school's logo, name, contact details (Phone: 01566 674 895, Email: info@blueberryschool.co.uk), and an illustration of a person at a calendar. The main content area has a 'Parents/Carers Login Here:' section with 'Login with' options for 'mygovscot myaccount' and 'firefly'. Below this is a red-bordered box containing the login form. A red arrow points from the text 'Complete you and your child's details here' to the form. The form includes fields for 'First Name', 'Surname', and 'E-Mail', with a note that 'Fields marked with \* are mandatory.' Below these are fields for 'Enter Student Details Here:', including 'First Name', 'Surname', and 'Date of Birth\*'. A 'Login' button is at the bottom of the form. The footer includes the 'netmedia' logo, copyright information, and links to 'Terms & Policies' and 'Privacy Policy'.

School Messages Select language ▼

**Parents Booking**

Parents/Carers Login Here:

Login with

mygovscot myaccount firefly

OR

Fields marked with \* are mandatory.

\* First Name \* Surname

E-Mail

Your email address is used to receive booking confirmations.

Enter Student Details Here:

\* First Name

\* Surname

Date of Birth\*

Login

Complete you and your child's details here

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

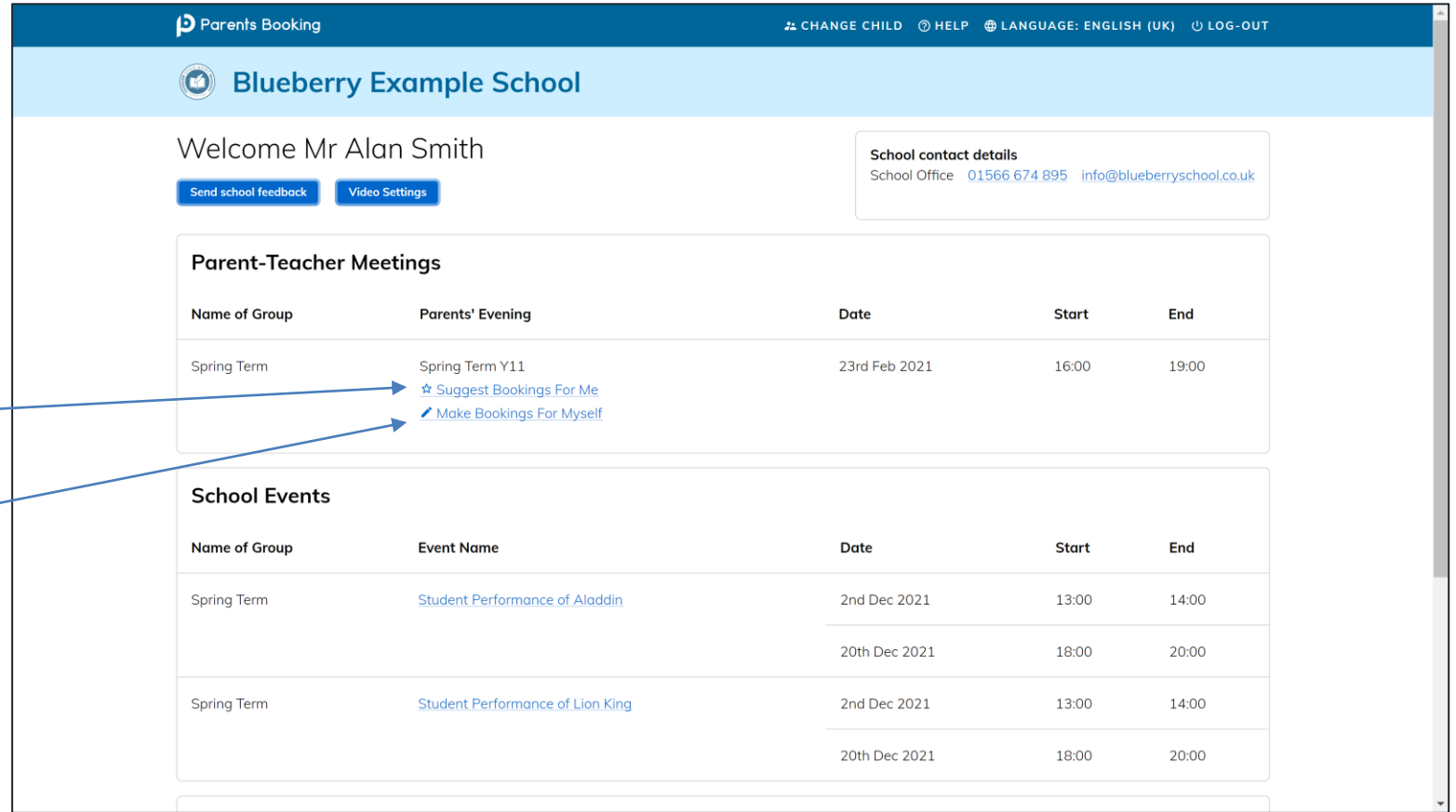
You now (usually) have the choice of two tools for making parents' evening appointments:

**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](tel:01566674895) [info@blueberryschool.co.uk](mailto: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' interface for 'Blueberry Example School'. At the top, there are links for 'Return to Dashboard', 'CHANGE CHILD', 'HELP', and 'LANGUAGE: ENGLISH (UK)'. Below the school name, a message states 'Teachers have requested meetings with you.' A search bar contains 'Calum Smith' and 'Tasha Smith'. The main section, titled 'Calum Smith', lists available teachers with their subjects and remaining slots: Miss Neill (Geography, 36 slots), Mr Forwood (Science, 36 slots), Mr Holmes (PE, 36 slots), Mr Mackenzie (English, 36 slots), Mr Taylor (History, 36 slots), Mrs Hall (Physics, 36 slots), and Mrs Ross (Accountancy, 36 slots). At the bottom, a section titled 'When are you able to attend?' shows 'Day 1' with 'Tuesday 23 Feb 2021' selected. The arrival time is 16:00 and the departure time is 19:00. There is a checkbox for 'Allow other parents and carers of this student to join video calls?' and a 'Make my bookings for me' button.

The screenshot shows the 'Confirm suggested bookings' interface for 'Blueberry Example School'. At the top, there are links for 'Return to Dashboard', 'CHANGE CHILD', 'HELP', 'LANGUAGE: ENGLISH (UK)', and 'BACK TO ADMIN AREA'. A yellow banner indicates a 4:55 timer and a message: 'Please confirm these bookings within 295 seconds.' Below this are buttons for 'Confirm bookings', 'Edit bookings', and 'Cancel bookings'. The main section displays suggested bookings for 'Tasha Smith' and 'Calum Smith'. Each booking is shown in a yellow box with an 'UNCONFIRMED' status, the teacher's name, subject, date, time, and buttons for 'Add Comment', 'Edit Booking', and 'Cancel Booking'.

Student	Teacher	Subject	Date	Time	Status
Tasha Smith	Miss Care	Business Management	23 Feb 2021	16:25	UNCONFIRMED
	Miss Neill	Geography	23 Feb 2021	16:30	UNCONFIRMED
	Mr Holmes	PE	23 Feb 2021	16:35	UNCONFIRMED
	Mr James-Watling	Maths	23 Feb 2021	16:40	UNCONFIRMED
Calum Smith	Miss Neill	Geography	23 Feb 2021	16:00	UNCONFIRMED
	Mr Forwood	Science	23 Feb 2021	16:05	UNCONFIRMED
	Mr Holmes	PE	23 Feb 2021	16:10	UNCONFIRMED
	Mr Taylor	History	23 Feb 2021	16:15	UNCONFIRMED
	Mrs Hall	Physics	23 Feb 2021	16:20	UNCONFIRMED

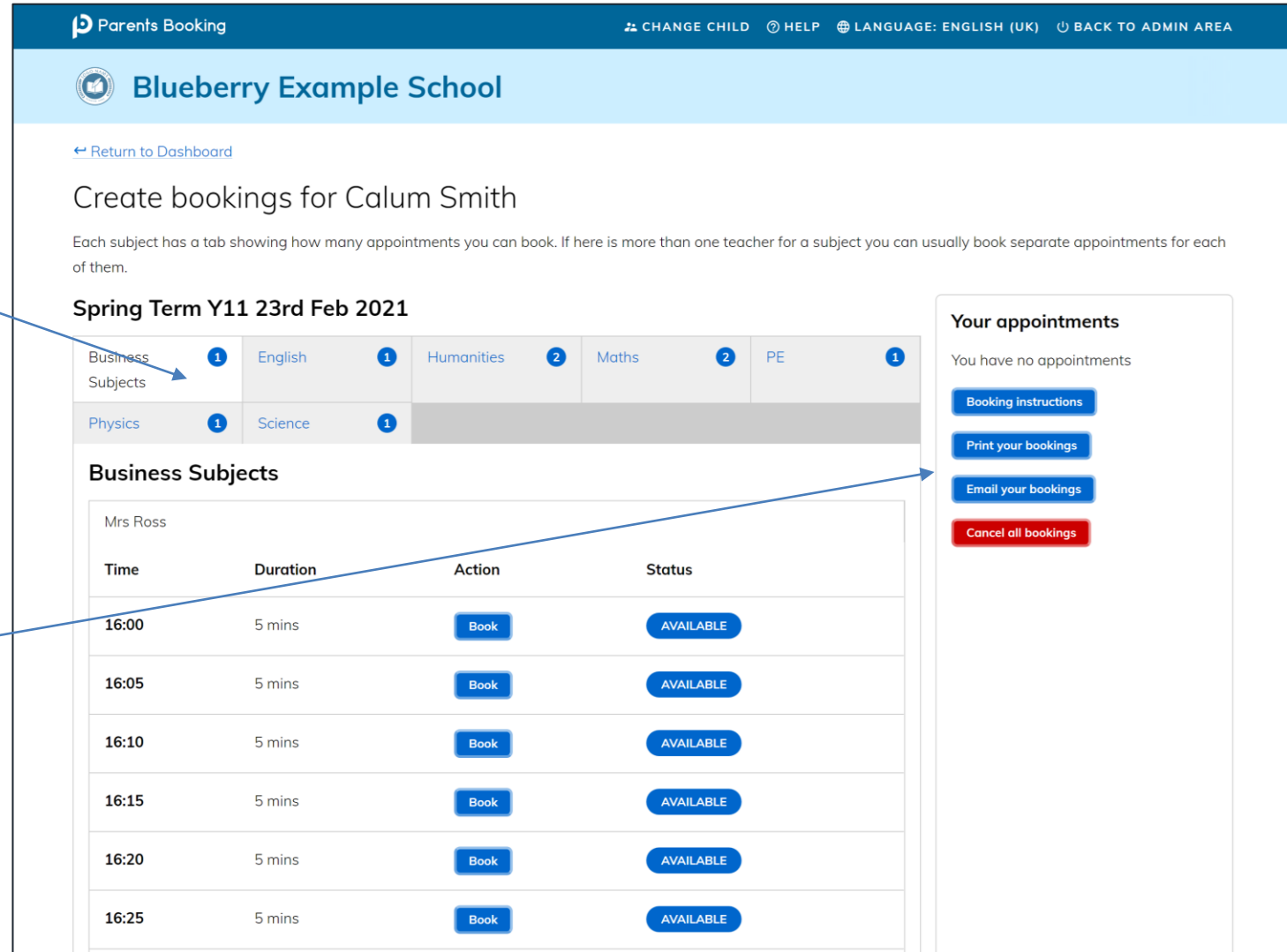
# Make Bookings for Myself

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	English	Humanities	Maths	PE
1	1	2	2	1

Physics	Science
1	1

#### Business Subjects

Mrs Ross

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

#### Your appointments

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)