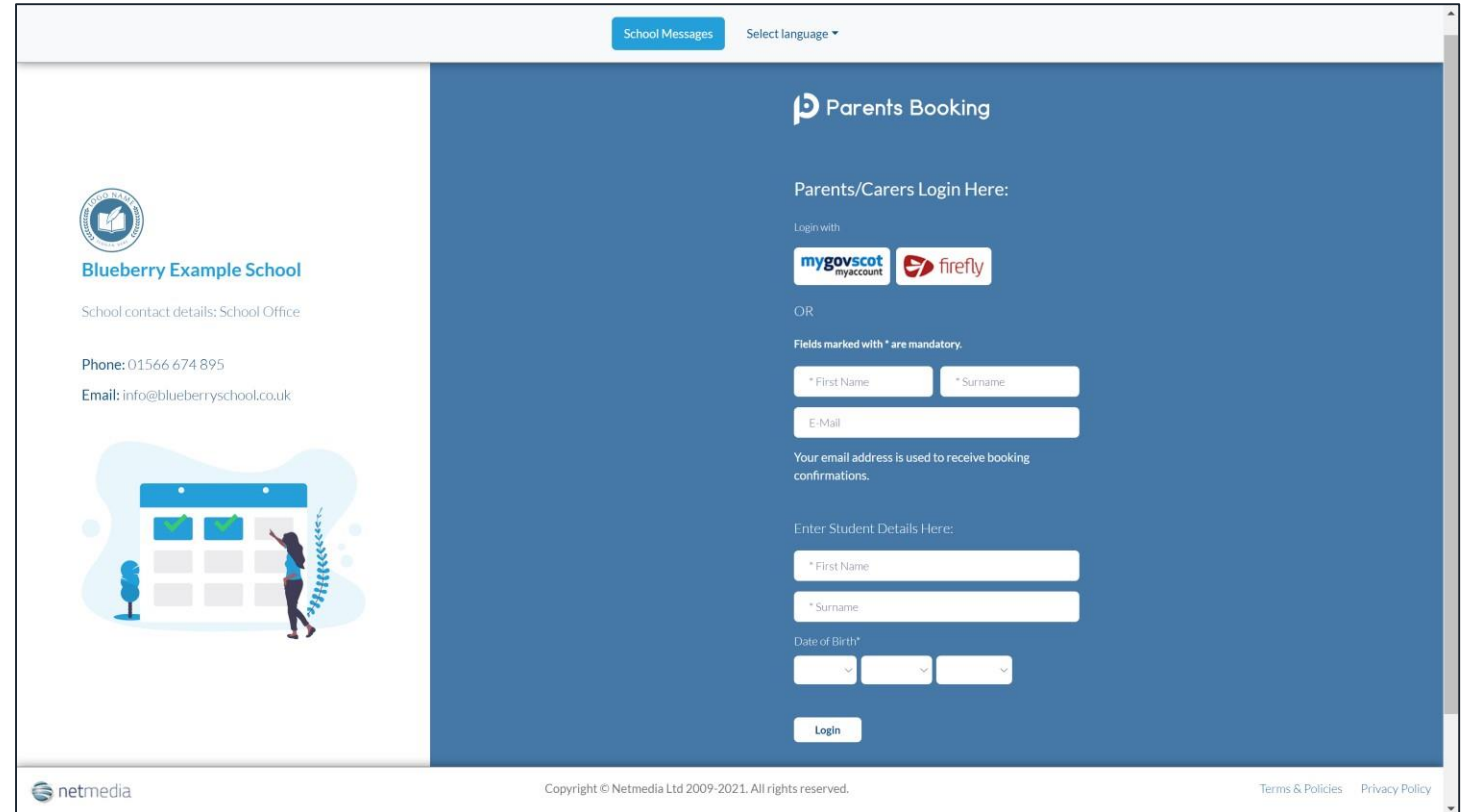


How do I login?

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 split 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:**
- Options to login with: mygovscot myaccount and firefly.
- Text: "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.

Page Footer:

- netmedia logo.
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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 info@blueberryschool.co.uk

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11 ★ Suggest Bookings For Me ✍ Make Bookings For Myself	23rd Feb 2021	16:00	19:00

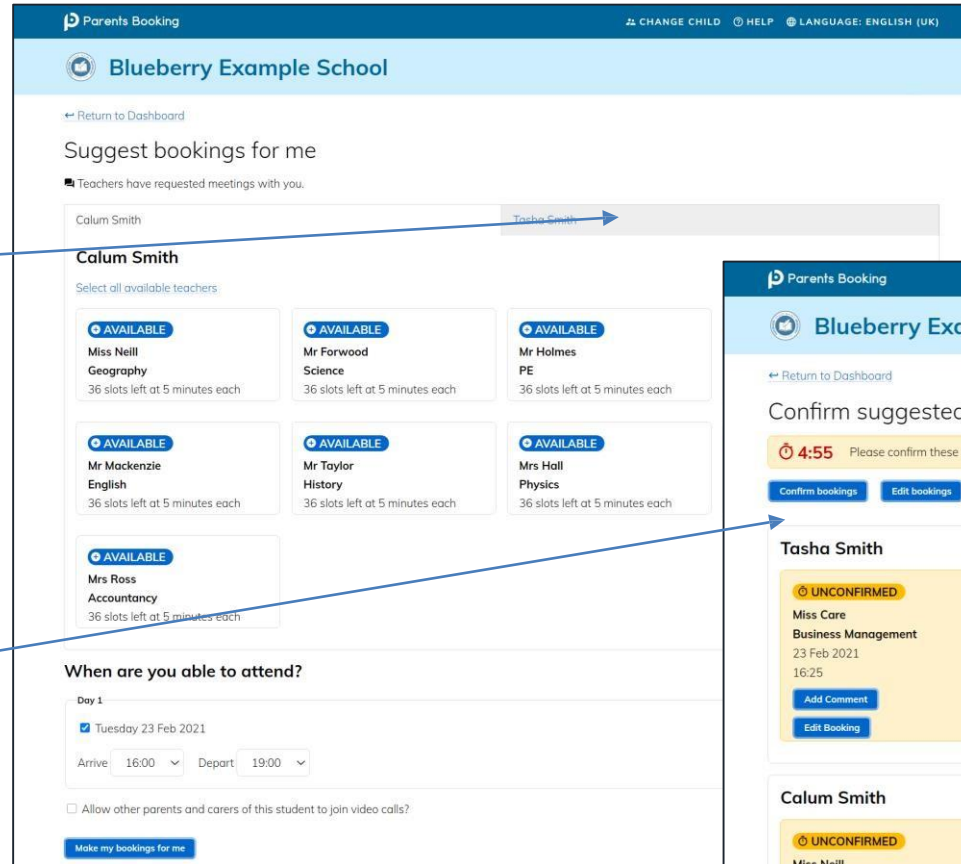
School Events

Name of Group	Event Name	Date	Start	End
Spring Term	Student Performance of Aladdin	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	Student Performance of Lion King	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00

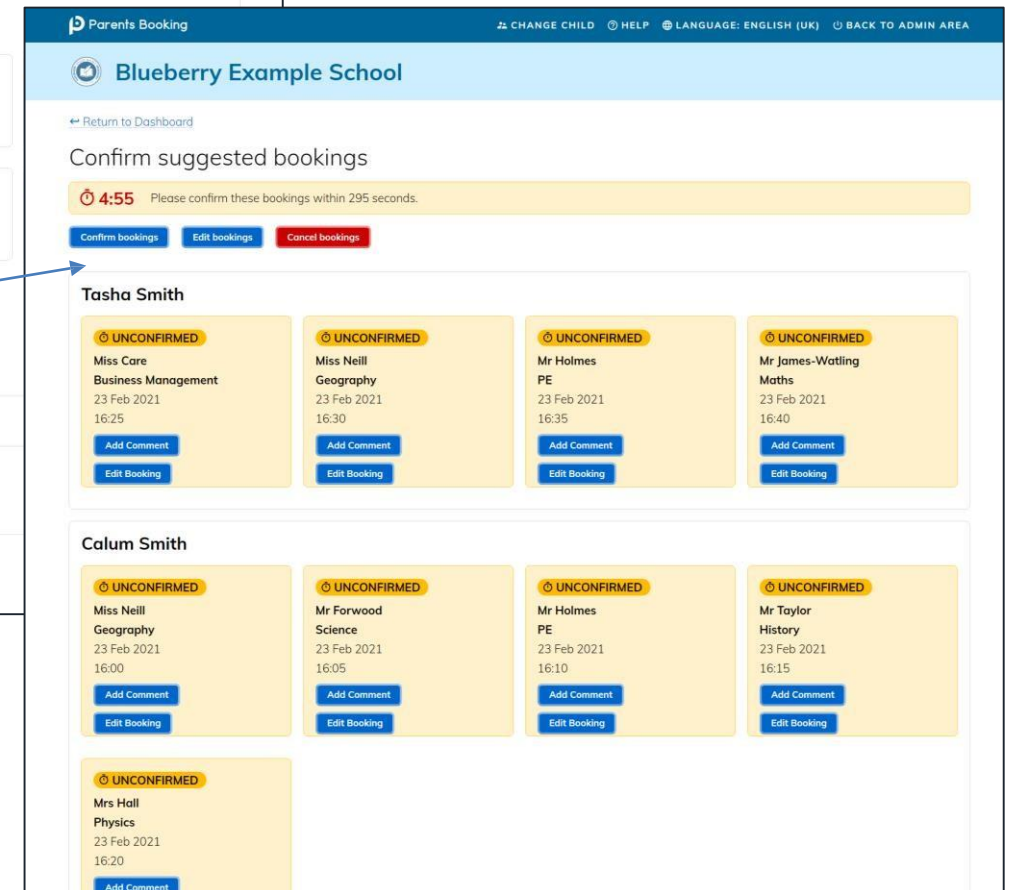
Suggest Bookings for Me

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.' Below this, a search bar contains 'Calum Smith' and a dropdown menu shows 'Tasha Smith'. The main section is titled 'Calum Smith' and 'Select all available teachers:'. It displays a grid of available teachers, each with an 'AVAILABLE' badge, their name, subject, and '36 slots left at 5 minutes each'. The teachers listed are: Miss Neill (Geography), Mr Forwood (Science), Mr Holmes (PE), Mr Mackenzie (English), Mr Taylor (History), Mrs Hall (Physics), and 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 arrival/departure times of 16:00 and 19:00. A checkbox for 'Allow other parents and carers of this student to join video calls?' is present, and 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 at the top indicates a 4:55 timer and the text 'Please confirm these bookings within 295 seconds.' Below the banner are three buttons: 'Confirm bookings', 'Edit bookings', and 'Cancel bookings'. The main section displays a grid of suggested bookings, each with an 'UNCONFIRMED' badge, teacher name, subject, date, and time. The bookings are organized by teacher: Tasha Smith (Miss Care Business Management, Mr Holmes PE, Mr James-Watling Maths) and Calum Smith (Miss Neill Geography, Mr Forwood Science, Mr Holmes PE, Mr Taylor History, Mrs Hall Physics). Each booking has 'Add Comment' and 'Edit Booking' buttons.

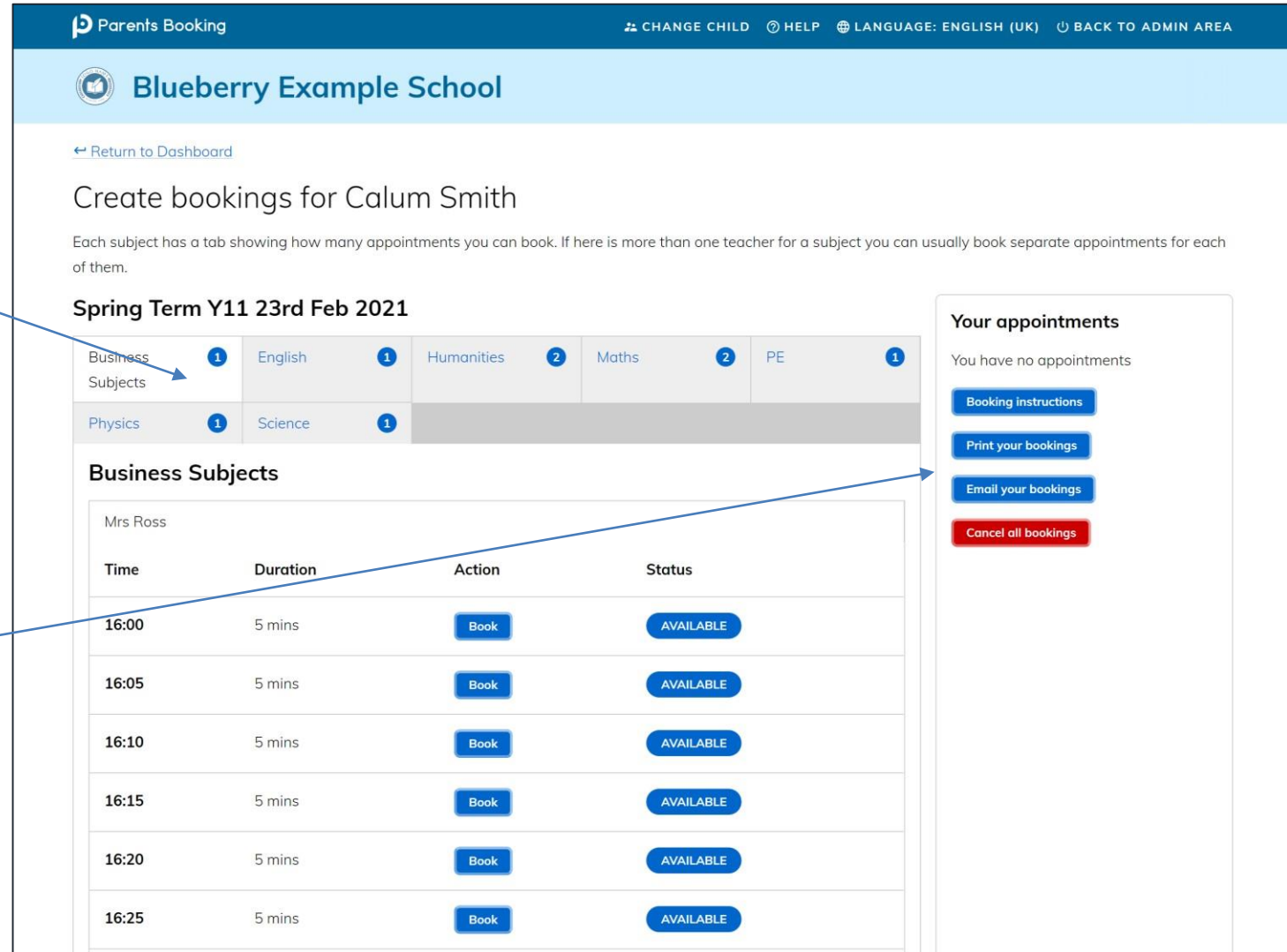
Make Bookings for Myself

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	Book	AVAILABLE
16:05	5 mins	Book	AVAILABLE
16:10	5 mins	Book	AVAILABLE
16:15	5 mins	Book	AVAILABLE
16:20	5 mins	Book	AVAILABLE
16:25	5 mins	Book	AVAILABLE

Your appointments

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)

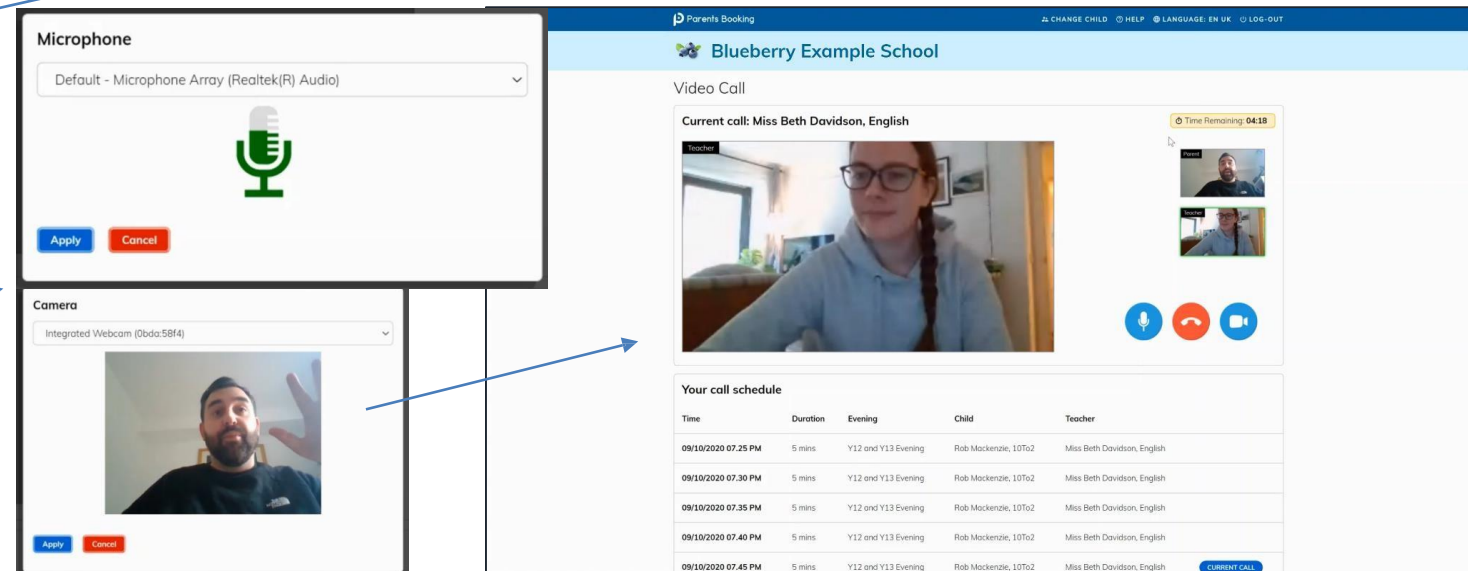
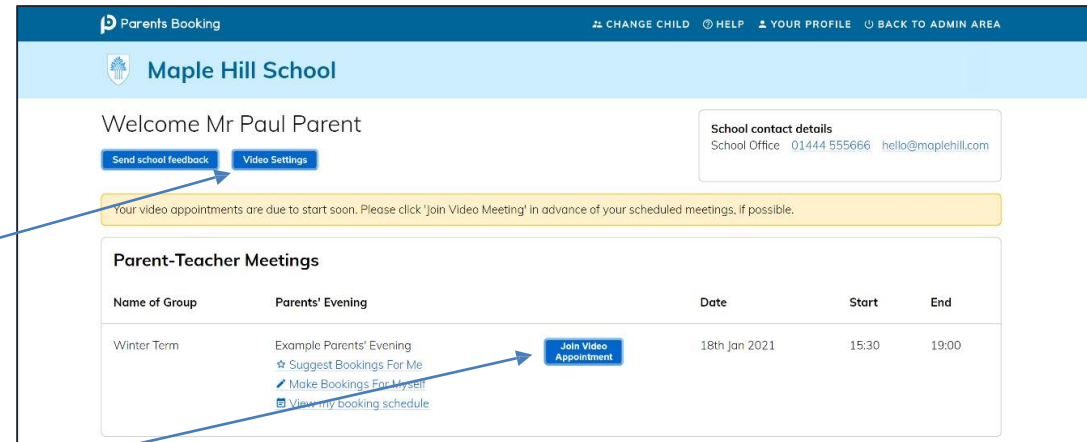
Joining Video Meetings

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.



Confirmation of your booked appointments:

After you have made your appointments you can choose to print or e-mail a confirmation of bookings. You will find this option within your Parents Booking screen.

Shareable Join Link - A specific feature of the video meetings is that two parents/carers can attend the same meeting from different locations. A Shareable Join Link is included within the email confirmation that parents/ carers send to themselves to allow parents/guardians to share the link with another person.

On the day of your appointments, you need to re-login at the website address above.

15 mins before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointment(s).

Video Meeting – Internet Browser Compatibility:



You must use one of the below devices and internet browser combinations for the video meeting technology to work:

Apple iPhone/iPad (iOS 11+): Safari

Android phone/tablet: Chrome or Firefox

Linux computer: Chrome or Firefox

Microsoft Surface: Chrome or Firefox

Mac computer: Safari, Chrome or Firefox

Windows computer: Chrome, Firefox or Edge (Chromium)

Further Help guides for booking appointments and how to prepare for your child's Parents' Evening can be found on the main page of our school website in the Parents Evening Booking section.

Troubleshooting Tips

If you are unable login to book appointments, please contact nlhoustonk@northlan.org.uk

The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.