

Text in red is for your attention and should be removed during editing. Tailor this guide by removing the sections that aren't applicable.

Parents' Guide for Booking Appointments

Browse to <https://WebAddress.parents evening system.co.uk/>

Step 1: Login

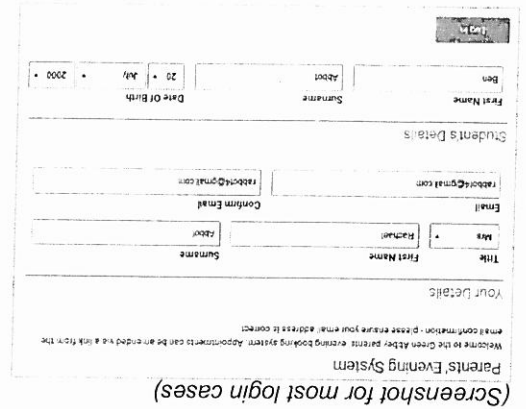
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

(Optionally tell parents if using preferred or legal names)
Please use your child's preferred forename.

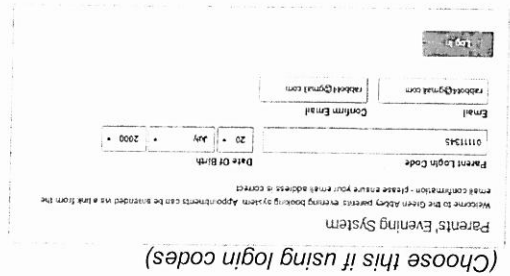
(If using Login Codes)
Enter your unique login code found in the letter.

(If using Firefly to log in)
Click the *Log In With Firefly* button and then enter your Firefly login details.

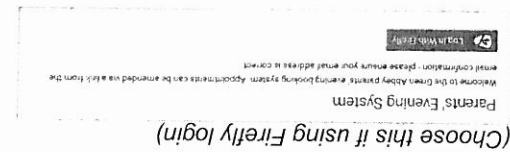
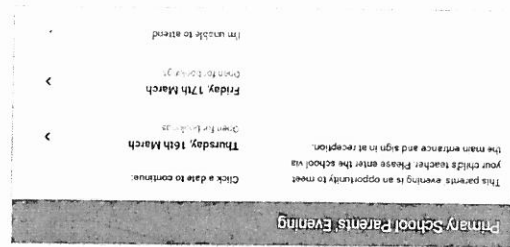
(Screenshot for most login cases)



(Choose this if using login codes)



(Choose this if using Firefly login)

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 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.

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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.