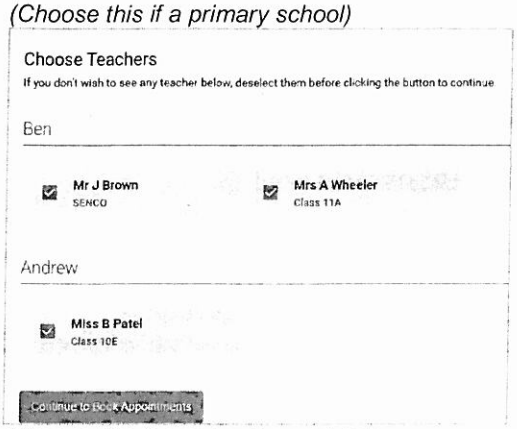
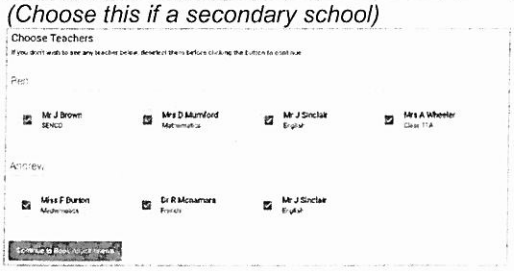
parentsevening
system

(Choose this if a primary school)



(Choose this if a secondary school)



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.

(If classes have been imported or synced – most schools)
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

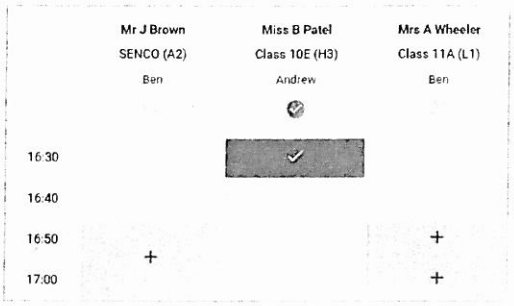
(If 'Parents can only book pre-selected teachers' is deselected – i.e. you allow them to book with other teachers)
You may book other teachers not listed on the screen by pressing the *Add Another Teacher* button.

(If imported data by CSV files or no parents synced from MIS)
To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

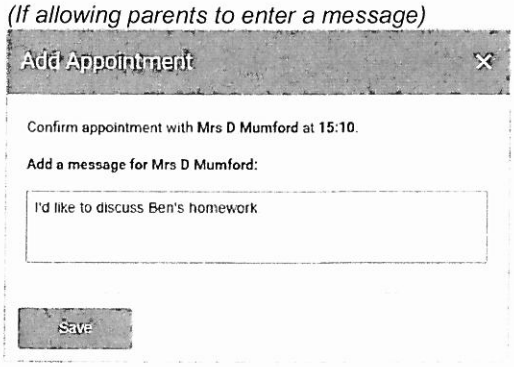
Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should 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).



(If allowing parents to enter a message)



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.

(If you allow parents to enter a message to teachers)
After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

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.

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.