Parents' Guide for Booking Appointments





https://bramptonvillage.parentseveningsystem.co.uk/

Parents	Evening Syste	em					
	e Green Abbey parents ation - please ensure ye			s can be am	ended via a	ı link fro	om the
Your Deta	ils						
Title	First Name		Surname				
Mrs	Rachael		Abbot				
Email			Confirm Email				
rabbot4@gr	nail.com		rabbot4@gmail	com			
Student's First Name	Details	Surname		Date Of	Birth		

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.

Please use your child's preferred forename.

Primary School Parents' Evening		
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via	Click a date to continue:	
the main entrance and sign in at reception.	Thursday, 16th March Open for bookings	>
	Friday, 17th March Open for bookings	>
	I'm unable to attend	

Step 2: Select Parents' Evening

Click on the date you wish to book.

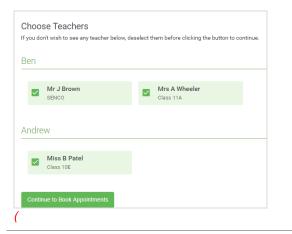
Unable to make all of the dates listed? Click I'm unable to attend.

Choose Booking Mode
Select how you'd like to book your 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
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. 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.



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 reserved for two minutes. If you're happy the Accept button at the bottom. Teacher Student Subject Room Ben Mr J Sinclair English E6 17:25 Mrs D Mumford Ben Mathematics M2 17:45 Dr R Monamara Andrew French L4

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).



Add Appointment × Confirm appointment with Mrs D Mumford at 15:10. Add a message for Mrs D Mumford: I'd like to discuss Ben's homework.

<u>.</u>		Year 11 Bulgert Evening Asygnetitivent from 1500 to 1505					
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) Arrept		neigin for pipela to year in Hall where this avaran					
		Teacher	Student	Subject	Room		
	15:00	Mr.J.Brown	Ret .	BINCO	A2		
	15:10	Mr.J.Steran	141	Ergfish.	10		
	19.10	M.J. Deslah	Ardinew	trightin	65		
	15:20	New Jacobs	241	statury			
	15.25	Mont Barbin	Ardise	Wathematics	MB		
	15.30	Max.) Foster	Arabase	Brience	42		

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.

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.