

# Parents' Guide for Booking Appointments

Browse to <https://southendforboys.parentseveningsystem.co.uk/>

A screenshot of the login page. It has two sections: "Your Details" and "PARENT'S DETAILS". The "Your Details" section includes fields for "First Name" (with "John" entered), "Surname" (with "Doe" entered), "Email" (with "john.doe@example.com" entered), and "Confirm Email" (with "john.doe@example.com" entered). The "PARENT'S DETAILS" section includes fields for "First Name" (with "John" entered), "Surname" (with "Doe" entered), and "Date of Birth" (with "01" for month, "01" for day, and "2000" for year). A green "Next" button is at the bottom left.

## 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.

A screenshot of the "Parents' Evening" selection screen. It has a green header with the text "Parents' Evening". Below the header, there is a message: "You parents' evening is in two weeks! It's time to book your appointment. Please enter the school on the right and click on the date you wish to book." To the right, there is a "Click a date to continue" section with two options: "Thursday 16th March" and "Friday 17th March", each with a "Click for bookings" link and a right-pointing arrow. At the bottom, there is a link that says "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*.

A screenshot of the "Choose Booking Mode" screen. It has a header "Choose Booking Mode" and a sub-header "Select how you'd like to book your appointment using the system below and then click Next". There are two radio button options: "Automatic" (which is selected) and "Manual". Under "Automatic", it says "Automatically book the best possible time based on your availability". Under "Manual", it says "Choose the time you would like to see each teacher". A green "Next" button is at the bottom left.

## 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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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



#### 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.



#### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).



#### 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.

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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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