

Parent Consultation Booking Guide

Step 1: Login

Please fill out all the details on the page and click Login & Continue

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr	John	Smith

Email Address	Confirm Email Address
john.smith@gmail.com	john.smith@gmail.com

Child's Details

First Name	Surname	Registration Class
Sarah	Smith	7D3

Step 2: Select Parents Evening

Click the green tick to select the parents' evening you want to make the appointment for.

Select a parents' evening to add appointments:

	<h4>Parents' Evening</h4> <p>This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.</p> <p>Date: 24/01/2013 Time: 16:00 - 20:30</p>	<input checked="" type="checkbox"/> Continue
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Step 3: Choose Teacher

Your child's teacher will appear. Ensure the teachers you wish to see are selected in green. If you have another child to book into this parents evening press the 'Add another child' button enter their details and then repeat this step.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. After you have finished booking all your appointments, click on 'click here' in the yellow box at the top of the page to send the confirmation email.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

Step 5: Finished

You will receive an email confirmation of your appointments.

All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

You can also view and print your appointments online by clicking the 'Appointments' tab. You can change your appointments by clicking on 'Add/Edit/Delete Appointments'. There is a link at the bottom on the confirmation email withlogs you back into the system.