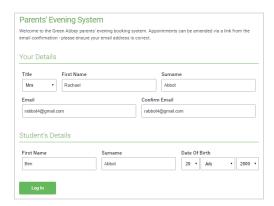
# **Parents' Guide for Booking Appointments**

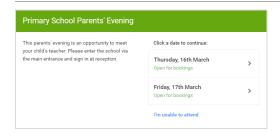
Browse to https://henleazejuniorschool.parentseveningsystem.co.uk/



### Step 1: Login

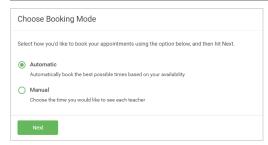
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide. All details must match those we hold on our system for you and your child.

Please use your child's "preferred" forename that matches our records (no abbreviations).



### Step 2: Select Parents' Evening

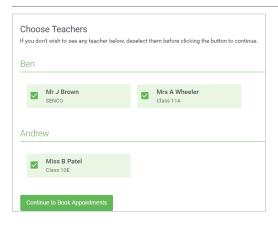
Click the green tick to select the parents' evening you want to make appointments for.



### **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.

If you do not see all of your children's teachers, you will need to log out and log in again with the other child's details. If this is the case, let our office know: it means your children have not been "linked" on our database.

Click on the Continue button to proceed.

# Confirm Appointment Times The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom. Teacher Student Subject Room 17:10 Mr J Sinclair Ben English E6 17:25 Mrs D Mumford Ben Mathematics M2 17:45 Dr R Mcnamara Andrew French L4 Accept Appointments Cancel Appointments

### **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).





### 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.