# **Parents' Guide for Booking Appointments**

Browse to <a href="https://holywellschool.parentseveningsystem.co.uk/">https://holywellschool.parentseveningsystem.co.uk/</a>

# 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 Child's Details First Name Surname Registration Class Sarah Smith 7D3

Welcome to the Green Abbey parents' ev	oning hooking system. Appointments can be amended
via a lilik iroiti ule 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 Surnan	ne DoB dd/mm/yyyy
Sarah Smith	26/11/2005

### Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

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

(if using Reg Class/Tutor Group) Registration class – eg: 6TW

(if using Date of Birth)
Date of birth – eg: 26/11/2005



### Step 2: Select Parents' Evening

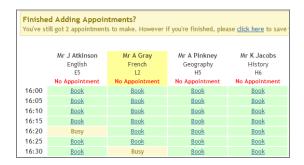
Click the green tick to select the parents' evening you want to make appointments for.



### **Step 3: Check Teachers**

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

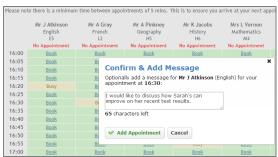


	Dr J Lebon Class &E L7 No Appointment
16:00	<u>Book</u>
16:05	<u>Book</u>
16:10	<u>Book</u>
16:15	Busy
16:20	<u>Book</u>
16:25	<u>Book</u>
16:30	Busy
16:35	<u>Book</u>
16:40	<u>Book</u>

## **Step 4: Book Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

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.

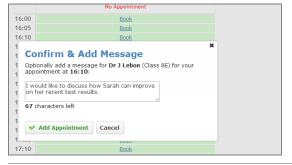




# **Step 4: Make Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.





### Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.



# Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.