

# Parents' Guide for Booking Appointments

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

## 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

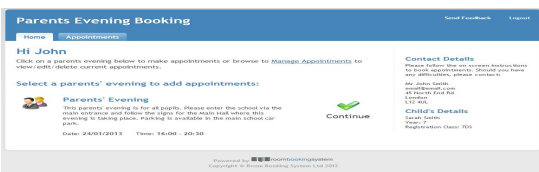
First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

## Step 1: Login

Please fill out all the details on the page. Please double-check that the e-mail address is entered correctly as a confirmation of your appointments will be emailed to you.

**Please record the details that you have used for your name and e-mail address as you will need this to re-access the system in the future to make amendments.**

Please use your child's "preferred" name 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.

### Choose Teachers for Parents Evening

Savannah's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the teacher's name. To select the teacher again, simply click their name.

Mrs L Harvey - Class 2H

### Add Another Child

To add appointments at the same time for another child who is eligible for this parents' evening, add their details below:

First Name	Surname
<input type="text"/>	<input type="text"/>
DoB (dd/mm/yyyy)	
<input type="text"/>	

## Step 3: Register any other children

Your first child's teacher will be selected automatically. If you have other children at the school, please choose the 'Add another child' option and enter their details to book all of your appointments at once. Repeat this process until all of your children are showing on the screen.

### 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 app

**Ben**

Mr M Lubbock - Class 9A

**Claire**

Mr T Smith - Class H

**James**

Mrs E Paton - Class G

## Step 4: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the "Continue to Book Appointments" button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	<a href="#">Busy</a>
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	<a href="#">Busy</a>
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

## 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 "Log Out" in the green box at the top of the page to exit the system.

### 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](#)

## Step 5: Finished

You will receive an email confirmation of your appointments. To send the school feedback about this system, click on "Send Feedback".

## Viewing/Editing/Printing Appointments

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 of the confirmation email which logs you back into the system.

The screenshot shows the 'Parents Evening Booking' web application. The top navigation bar includes 'Home' and 'Appointments' tabs, with 'Send Feedback' and 'Logout' links on the right. The main content area is divided into three sections:

- Select Evening:** A dropdown menu showing 'Parents' Evening' for the date '24/01/2013'. Below it is a 'Print Appointments' icon.
- Your Appointments:** A table with a time column on the left and a list of appointments on the right. The appointments are:
  - 16:00 - 16:05
  - 16:10 - 16:15
  - 16:20 - Mr A Priday - Geography (HS)
  - 16:25 - Mr J Atkinson - English (ES)
  - 16:30 - Mr A Gray - French (LS)
  - 16:35 - 16:40
  - 16:45 - Mr K Jacobs - History (HS)
  - 16:50 - Mrs L Veness - Mathematics (MA)
  - 17:00 - 17:05
  - 17:10 - 17:15
  - 17:20 - 17:25
  - 17:30 - 17:35
  - 17:40 - 17:45
  - 17:50 - 17:55
  - 18:00 - 18:05
  - 18:10 - 18:15
  - 18:20 - 18:25
- Parents' Evening:** A text box providing instructions: '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.' Below this is the date and time: 'Date: 24/01/2013 Time: 16:00 - 20:30' and a link: 'Add/Edit/Delete Appointments'.