

# How to Book a Parents' Evening | Parent Guide

Parents Evening

Parents Support

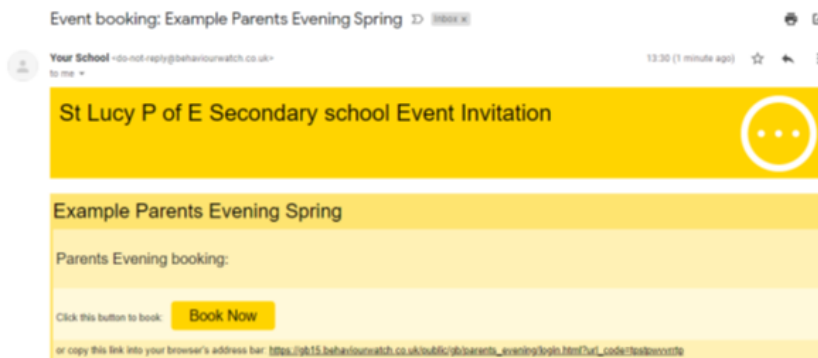
Written by: Giulia Tramontana

Updated

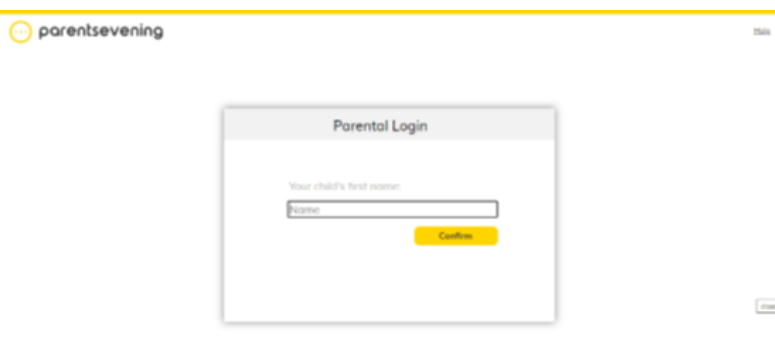
In this parent guide, we show you how to book an in-person Parents' Evening via a Laptop/PC or a Mobile Device.

## Booking via a Laptop or PC

Firstly, the school will send an email invitation for you to book your parents' evening session. This will contain a unique web link that enables you to book online.



Clicking the link will take you to a web page asking for your child's first name. Enter the name and click **Confirm** to continue (if you have more than one child at the school, enter any of the names to access booking for all their appointments).



Next, you will be shown how many bookings you must choose. Each child will be listed along with their teacher and form. Click on **Please Choose** to select a date and time.



You have 1 booking left to make.

Laura Mr Wightman Blackbirds **Please Choose**

Select an available time slot by clicking the yellow **Book** button beside it. Any **Unavailable** slots will have already been taken.

**Make Booking**

You are now making a booking for Laura to see Mr Wightman (Blackbirds)

|                 |         |             |
|-----------------|---------|-------------|
| Mon 25 Jan 2021 | 3:00 PM | <b>Book</b> |
|                 | 3:10 PM | <b>Book</b> |
|                 | 3:20 PM | <b>Book</b> |
|                 | 3:30 PM | <b>Book</b> |
|                 | 3:40 PM | <b>Book</b> |
|                 | 3:50 PM | <b>Book</b> |
|                 | 4:00 PM | Unavailable |
|                 | 4:10 PM | Unavailable |
|                 | 4:20 PM | <b>Book</b> |
|                 | 4:30 PM | <b>Book</b> |
|                 | 4:40 PM | <b>Book</b> |
|                 | 4:50 PM | <b>Book</b> |
|                 | 5:00 PM | <b>Book</b> |
|                 | 5:10 PM | <b>Book</b> |
|                 | 5:20 PM | <b>Book</b> |
|                 | 5:30 PM | Unavailable |
|                 | 5:40 PM | Unavailable |

**Close**

When you have selected a time, the school may have chosen the option allowing you to add any notes you would like the Teacher to see ahead of the meeting. Click **Book** to confirm it or **Cancel** to select a different time.

**Book Slot**

You are going to book a slot for Laura with Mr Wightman (Blackbirds) on Mon 25 Jan 2021 at 3:10 PM

Please add any notes you would like Mr Wightman to see:

**Book** **Cancel**

When you confirm your booking, you will see the selected time in green.

You have 0 bookings left to make.

Laura Mr Wightman Blackbirds **Booked 3:10 PM**

## Remove a booking via a Laptop or PC

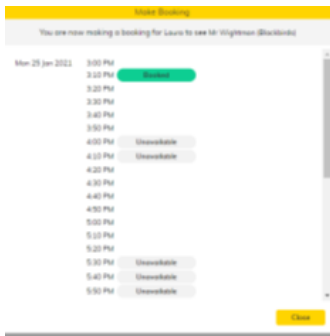
To unbook a slot, return to the page with the dates and times you have booked. Click the green **Booked** button on the time you wish to unbook.

You have 0 bookings left to make.

Laura Mr Wightman Blackbirds

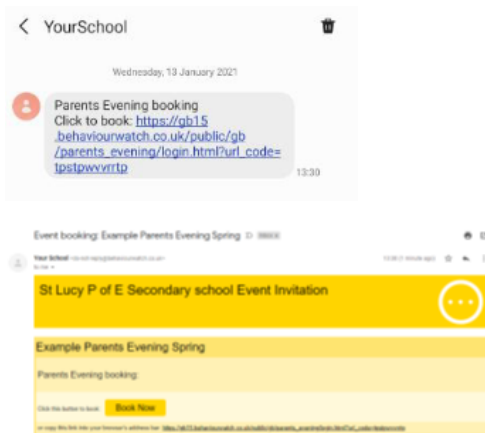
Booked  
3:10 PM

On the list of dates and times click the green **Booked** button and confirm on the pop-up that you wish to unbook the slot. Once you have un-booked the slot you can follow the steps in this guide to book another.



## Booking via a Mobile Device

Firstly, the school will send an email and/or SMS invitation for you to book your parents' evening session. These will contain a unique web link that enables you to book online.



Clicking the link will take you to a web page asking for your child's first name. Enter the name and click **Confirm** to continue (if you have more than one child at the school, enter any of the names to access booking for all their appointments).

Online Booking System

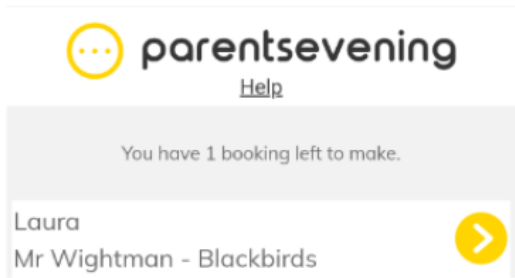
[Help](#)

Please enter your child's first name

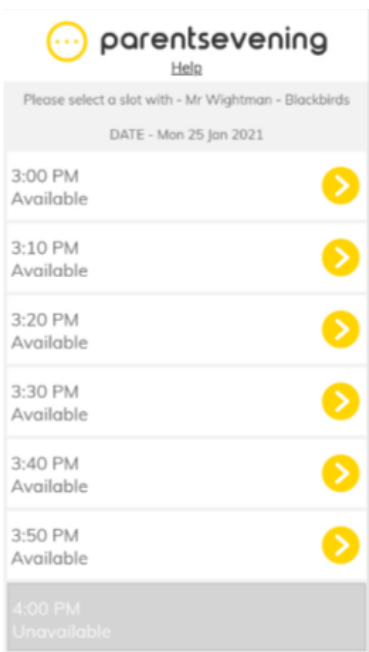
First Name

Continue

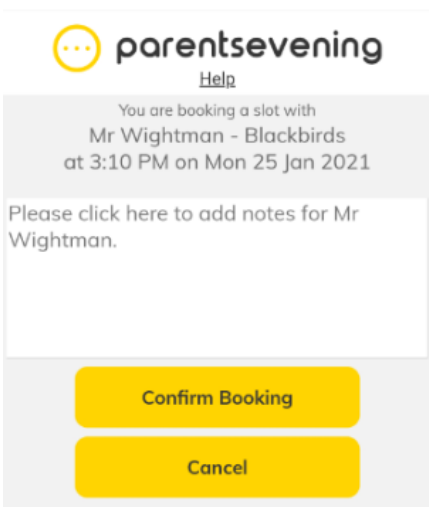
Next you will be shown how many bookings you must choose. Each child will be listed along with their teacher and form. Press the **Yellow Arrow** to select a date and time.



Select an available time slot by clicking the **Yellow Arrow** beside it. Any 'Unavailable' slots will have already been taken.



When you have selected a time, the school may have chosen the option allowing you to add any notes you would like the Teacher to see ahead of the meeting. Click **Book** to confirm it or **Cancel** to select a different time.



When you confirm your booking, you will see the selected time in green.

You have 0 bookings left to make.

Laura

Mr Wightman - Blackbirds



Mon 25 Jan 2021 3:10 PM

## Remove a booking via a Mobile Device

To unbook a slot, return to the page with the dates and times you have booked. Click the **Yellow Arrow** on the time you wish to unbook.

You have 0 bookings left to make.

Laura

Mr Wightman - Blackbirds



Mon 25 Jan 2021 3:10 PM

On the list of dates and times press the red X to remove the slot.

Please select a slot with - Mr Wightman - Blackbirds

DATE - Mon 25 Jan 2021

3:10 PM

You are seeing Mr Wightman



4:00 PM  
Unavailable

4:10 PM

Then press **Remove Booking** to confirm. Once you have un-booked the slot you can follow the steps in this guide to book another.

Are you sure you want to remove this booking?

Mr Wightman

3:10 PM - Mon 25 Jan 2021

Remove Booking

Cancel

## Related content