

# Parents' Guide for Booking Parents' Evening Appointments

Browse to <https://bedfordschool.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
<input type="text" value="Mr"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address	Confirm Email Address	
<input type="text" value="john.smith@gmail.com"/>	<input type="text" value="john.smith@gmail.com"/>	

### Child's Details

First Name	Surname	DoB dd/mm/yyyy
<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="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.

Please use your child's "preferred" forename that matches our records (no abbreviations) and Date of birth (e.g. 25/10/2006)



## Step 2: Select Parents' Evening

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

## Choose Teachers

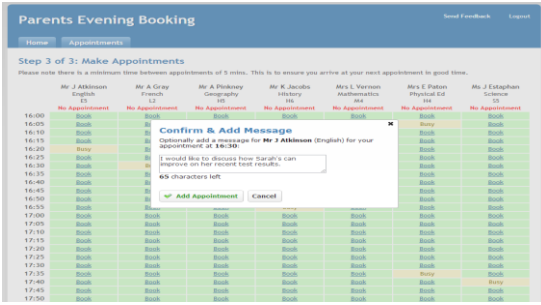
Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them.

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R McNamara - French
<input checked="" type="checkbox"/>	Dr R McNamara - German
<input type="checkbox"/>	Dr S Miandad - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

## Step 3: Choose Teachers

Your son'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. 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.

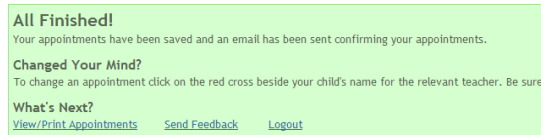
Click on the Continue button to proceed.



## Step 4: Make Appointments

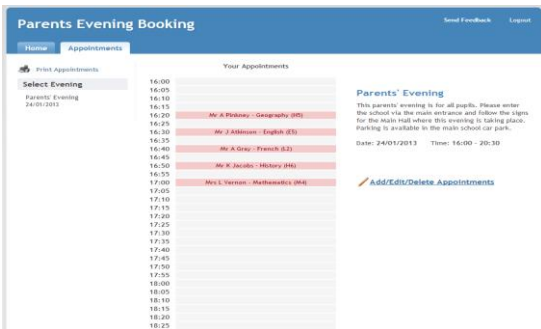
Click 'Book' to make your appointment with the teacher for the time you wish. Optionally, you may enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. 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. 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.