

Parents' Guide for Booking Appointments

Browse to www.warblington.parentseveningsystem.com

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 |
| Mrs | Rachael | Abbot |

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

| | | |
|------------|---------|---------------|
| First Name | Surname | Date Of Birth |
| Ben | Abbot | 20 July 2000 |

[Log In](#)

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.

Please use your child's preferred forename.

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
[Open for bookings](#)
- Friday, 17th March
[Open for bookings](#)

[I'm unable to attend](#)

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Teachers
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

| | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Mr J Brown SENCO | <input checked="" type="checkbox"/> Mrs D Mumford Mathematics | <input checked="" type="checkbox"/> Mr J Sinclair English | <input checked="" type="checkbox"/> Mrs A Wheeler Class 11A |
|---|--|--|--|

Andrew

| | | |
|--|---|--|
| <input checked="" type="checkbox"/> Miss F Burton Mathematics | <input checked="" type="checkbox"/> Dr R Mcnamara French | <input checked="" type="checkbox"/> Mr J Sinclair English |
|--|---|--|

[Continue to Book Appointments](#)

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.

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).

| | Mr J Brown SENCO (A2) Ben | Miss B Patel Class 10E (H3) Andrew | Mrs A Wheeler Class 11A (L1) Ben |
|-------|---------------------------------|--|--|
| 16:30 | | ✓ | |
| 16:40 | | | |
| 16:50 | + | | + |
| 17:00 | | | + |

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.

Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

Save

| Teacher | Student | Subject | Room |
|---------|---------------|---------|----------------|
| 15:00 | Mr J Brown | Ben | SENCO A2 |
| 15:10 | Mr J Sinclair | Ben | English E6 |
| 15:15 | Mr J Wheeler | Andrew | English E6 |
| 15:20 | Mr J Wheeler | Ben | English E6 |
| 15:25 | Miss B Patel | Andrew | Mathematics M2 |
| 15:30 | Mrs A Wheeler | Andrew | Science L4 |

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*.