



Parents' Guide for Booking Appointments

Click on to the Parents' Evening Booking System link

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: john.smith@gmail.com Confirm Email Address: 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. A confirmation of your appointments will be emailed to you.

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

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:

	Parents' Evening 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. Date: 24/01/2013 Time: 16:00 - 20:30	<input checked="" type="checkbox"/> Continue
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Step 2: Select Parents' Evening

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

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross next to not wish to see.

<input checked="" type="checkbox"/>	English	Mr J Atkinson
<input checked="" type="checkbox"/>	French	Mr A Gray
<input checked="" type="checkbox"/>	Geography	Mr A Pinkney
<input checked="" type="checkbox"/>	History	Mr K Jacobs
<input checked="" type="checkbox"/>	Mathematics	Mrs L Vernon
<input checked="" type="checkbox"/>	Physical Ed	Mrs E Paton
<input checked="" type="checkbox"/>	Science	Ms J Estaphan

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.

Home Appointments

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross next to not wish to see.

<input checked="" type="checkbox"/>	Mathematics	Mr C Jones
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Select Department

Step 4: Choose Teachers

Select the teacher and repeat for all the teachers you wish to see.

Click on the Continue button to proceed.

Finished Adding Appointments?
You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
	No Appointment	No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 5: 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.

Please note if your child has one teacher for several subjects a maximum of two slots (10 minutes) can only be made with that teacher.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

65 characters left

Step 6: Add Message if required

You can optionally enter a short note to the teacher to clarify which subject you wish to discuss.

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 or print your list of appointments.

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](#) [Book Appointments for Another Child](#) [Logout](#)

Step 7: 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.

Home	Appointments																																				
<p>Select Evening</p> <p>Parents' Evening 24/01/2013</p>	<p>Your Appointments</p> <table border="1"> <tr><td>16:00</td><td></td></tr> <tr><td>16:05</td><td></td></tr> <tr><td>16:10</td><td></td></tr> <tr><td>16:15</td><td></td></tr> <tr><td>16:20</td><td>Mr A Pinkney - Geography (H5)</td></tr> <tr><td>16:25</td><td></td></tr> <tr><td>16:30</td><td>Mr J Atkinson - English (E5)</td></tr> <tr><td>16:35</td><td></td></tr> <tr><td>16:40</td><td>Mr A Gray - French (L2)</td></tr> <tr><td>16:45</td><td></td></tr> <tr><td>16:50</td><td>Mr K Jacobs - History (H6)</td></tr> <tr><td>16:55</td><td></td></tr> <tr><td>17:00</td><td>Mrs L Vernon - Mathematics (M4)</td></tr> <tr><td>17:05</td><td></td></tr> <tr><td>17:10</td><td></td></tr> <tr><td>17:15</td><td></td></tr> <tr><td>17:20</td><td></td></tr> <tr><td>17:25</td><td></td></tr> </table> <p>Add/Edit/Delete</p>	16:00		16:05		16:10		16:15		16:20	Mr A Pinkney - Geography (H5)	16:25		16:30	Mr J Atkinson - English (E5)	16:35		16:40	Mr A Gray - French (L2)	16:45		16:50	Mr K Jacobs - History (H6)	16:55		17:00	Mrs L Vernon - Mathematics (M4)	17:05		17:10		17:15		17:20		17:25	
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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.