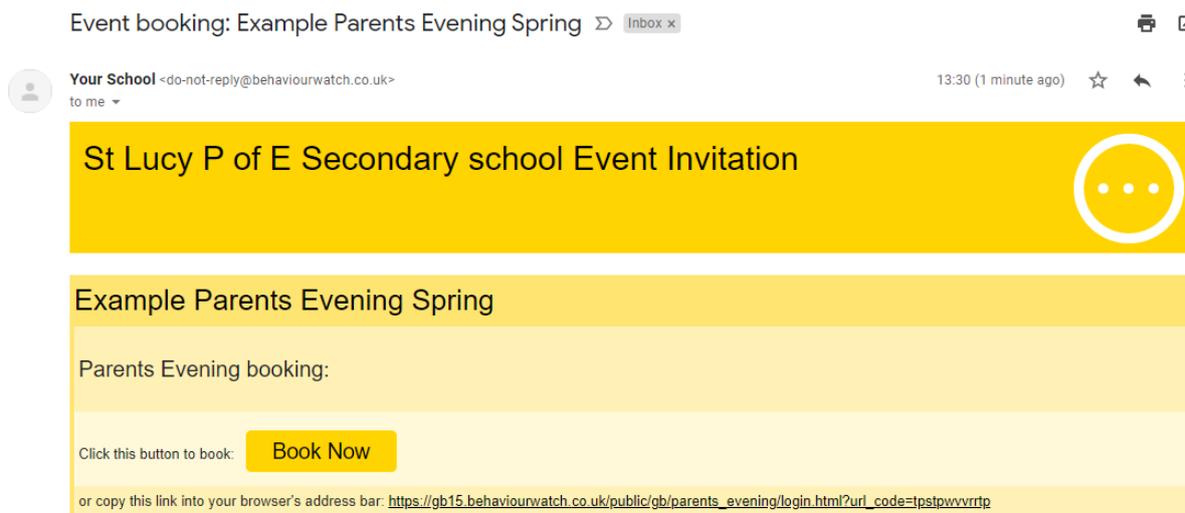


How-To Book a Parents' Evening – Parent Guide

In this guide we show you how to book a 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).



Help

Parental Login

Your child's first name:

close

Next, you 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
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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	Book
	3:10 PM	Book
	3:20 PM	Book
	3:30 PM	Book
	3:40 PM	Book
	3:50 PM	Book
	4:00 PM	Unavailable
	4:10 PM	Unavailable
	4:20 PM	Book
	4:30 PM	Book
	4:40 PM	Book
	4:50 PM	Book
	5:00 PM	Book
	5:10 PM	Book
	5:20 PM	Book
	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.



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
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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.

Make Booking

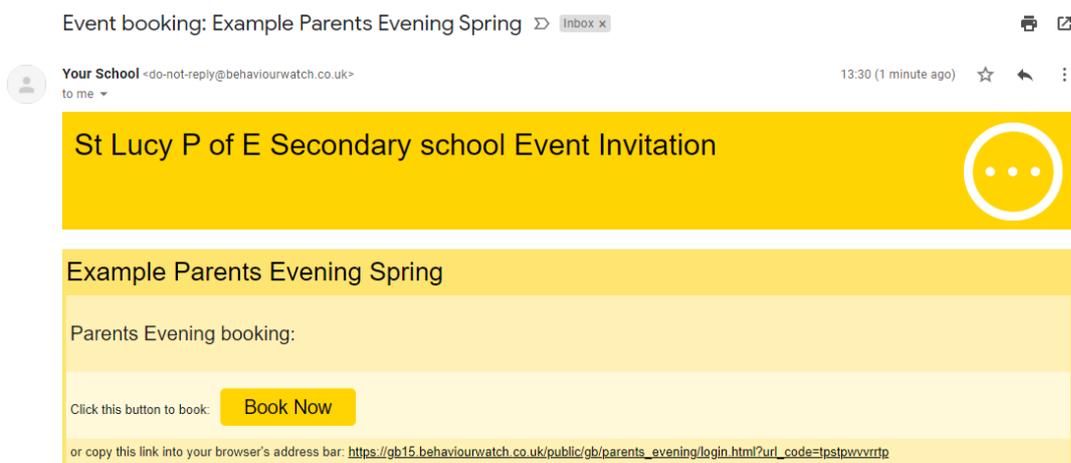
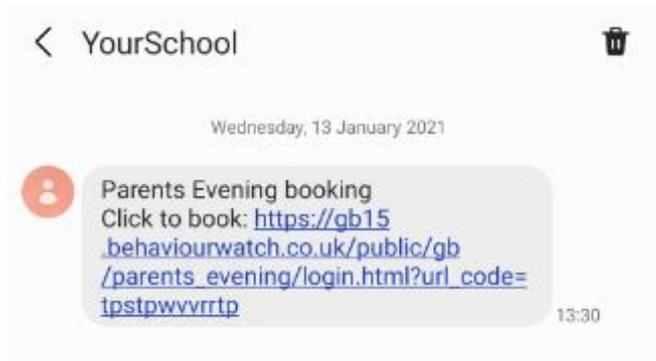
You are now making a booking for Laura to see Mr Wightman (Blackbirds)

Mon 25 Jan 2021	3:00 PM	
	3:10 PM	Booked
	3:20 PM	
	3:30 PM	
	3:40 PM	
	3:50 PM	
	4:00 PM	Unavailable
	4:10 PM	Unavailable
	4:20 PM	
	4:30 PM	
	4:40 PM	
	4:50 PM	
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	5:30 PM	Unavailable
	5:40 PM	Unavailable
	5:50 PM	Unavailable

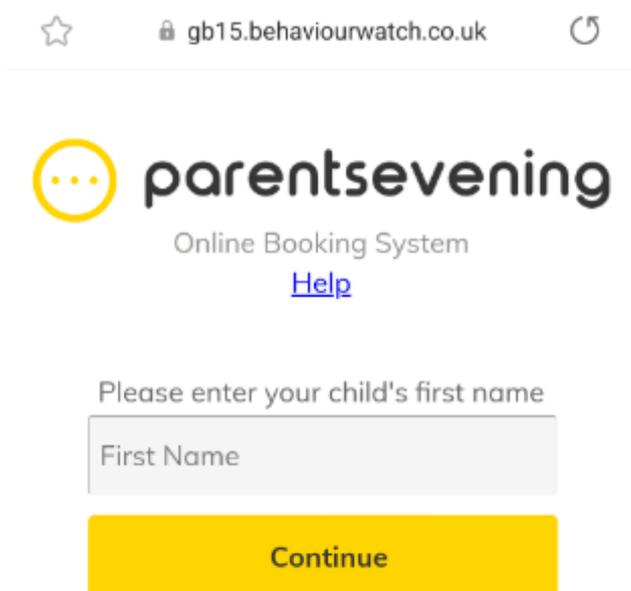
Close

Booking via a Mobile Device

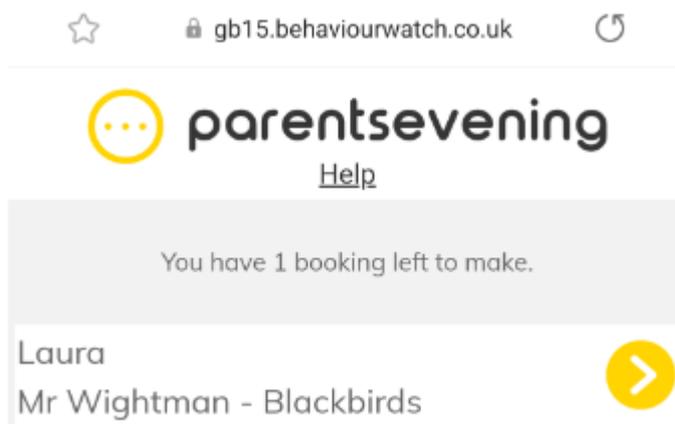
Firstly, the school will send an email and/or SMS invitation for you to book your parents' evening session. These will contain a unique web link that enable you to book online.



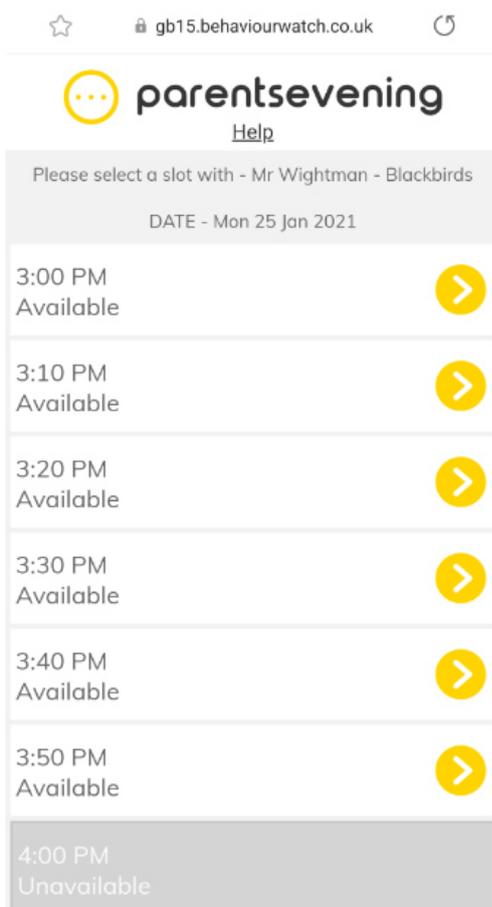
Clicking the link will take you to a web page asking for your child's first name. Enter the name and click **Confirm** to continue (if you have more than one child at the school, enter any of the names to access booking for all their appointments).



Next, you 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.

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 **parentsevening**
[Help](#)

You are booking a slot with
Mr Wightman - Blackbirds
at 3:10 PM on Mon 25 Jan 2021

Please click here to add notes for Mr Wightman.

Confirm Booking

Cancel

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

☆ gb15.behaviourwatch.co.uk ↻

 **parentsevening**
[Help](#)

You have 0 bookings left to make.

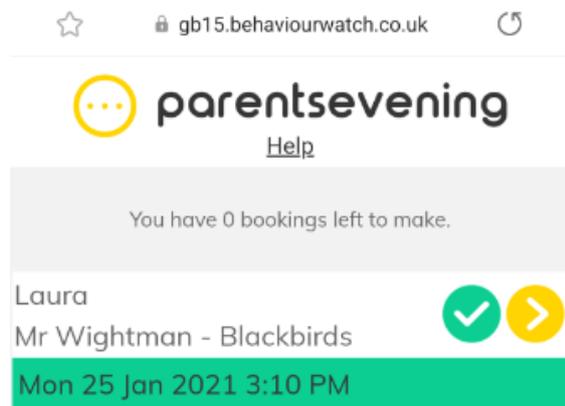
Laura  

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.



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



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

