

# Parents' Guide for Booking Appointments

Browse to <https://camshillschool.parentseveningsystem.co.uk/>

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		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. Please ensure your log in details are exactly as you registered with us on the original registration form i.e. Mrs or Ms

A confirmation of your appointments will be sent to the email address you provide.

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](#)

## 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 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 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

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. **PLEASE ENSURE ONLY THOSE MEMBERS OF STAFF YOU WISH TO SEE ARE TICKED**

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 Monamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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.

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.

The screenshot shows a 'My Bookings' page for a school. The page title is 'Year 11 Student Bookings' and the date is 'Thursday, 14th April'. There is a 'Print' button and a 'My Bookings' link. Below the header, there is a table of bookings. The table has columns for Time, Teacher, Student, Subject, and Room. The data rows are as follows:

Time	Teacher	Student	Subject	Room
10:00	Mr J. Brown	Sam	Science	11
10:15	Mr J. Brown	Sam	English	11
10:15	Mr J. Brown	Andrew	English	11
10:30	Mr K. Jacobs	Sam	History	11
10:30	Miss P. Barker	Andrew	Mathematics	11
10:30	Miss J. Carter	Andrew	Science	11

## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.