

**Text in red is highlighted for your attention – tailor this guide for the school.**

# Parents' Guide for Booking Appointments

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

*(screenshot if using registration class)*

**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	Confirm Email Address
john.smith@gmail.com	john.smith@gmail.com

**Child's Details**

First Name	Surname	Registration Class
Sarah	Smith	7D3

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

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

*(if using Reg Class/Tutor Group)*

Registration class – eg: 7D3, Penguins 4, etc

*(if using Date of Birth)*

Date of birth – eg: 26/11/2005

*(if using Login Code)*

Enter the login code found in the letter.

*(screenshot if using date of birth)*

**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	Confirm Email Address
john.smith@gmail.com	john.smith@gmail.com

**Child's Details**

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

*(screenshot if using student login code)*

**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	Confirm Email Address
john.smith@gmail.com	john.smith@gmail.com

**Child's Details**

First Name	Surname	Login Code
Sarah	Smith	4961 3587

*(screenshot if using parent login code)*

**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.

Parent Login Code	Student DoB (dd/mm/yyyy)
10139309	20/07/2000

Email Address	Confirm Email Address
john.smith@gmail.com	john.smith@gmail.com

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.

Continue

Date: 24/01/2013 Time: 16:00 - 20:30

## Step 2: Select Parents' Evening

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

*(screenshot if parents see many teachers per child – secondary school)*

**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. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R Mcnamara - French
- Dr R Mcnamara - German
- Dr S Mianadad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

*(if you have synced data with SIMS/Facility/Progresso/Integris)*

## Step 3: Choose Teachers

Your children'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.

*(the following paragraph should only be included if the "pre-selected teachers only" option is disabled for this evening)*

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

Click on the Continue button to proceed.

*(screenshot if parents see one teacher per child – primary school)*

**Choose Teachers**

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

**Ben**

- Mr M Lubbock - Class 9A

**Claire**

- Mr T Smith - Class H

**James**

- Mrs E Paton - Class G

*(screenshot if parents see many teachers per child – secondary school)*

**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.

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R Mcnamara - French
- Dr R Mcnamara - German
- Dr S Mianadad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

*(if you have synced data with iSAMS /SEEMiS or imported a classes file)*

## Step 3: Choose Teachers

Your child'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.

*(the following paragraph should only be included if the "pre-selected teachers only" option is disabled for this evening)*

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

*(screenshot if parents see one teacher per child – primary school)*

**Choose Teachers**

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

**Ben**

- Mr M Lubbock - Class 9A

**Claire**

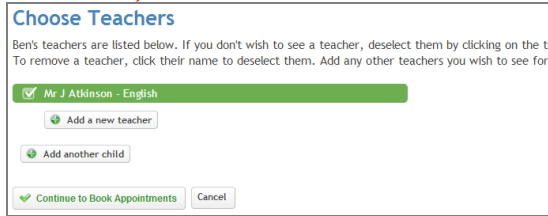
- Mr T Smith - Class H

**James**

- Mrs E Paton - Class G

Click on the Continue button to proceed.

*(if you have not synced with an MIS or imported a classes file)*



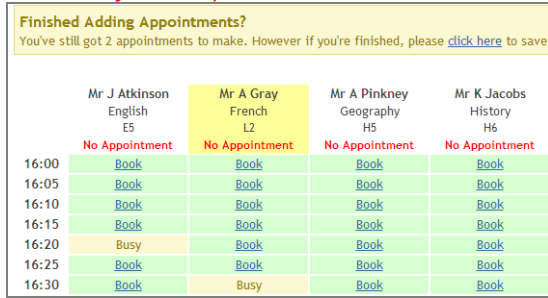
### Step 3: Choose Teachers

Select the teachers you wish to see by pressing the “Add a new teacher” button and in the popup, first choose the department, eg: **Year 4, Maths, Tutor, SENCO, etc** and then select the teacher from the drop down box. Repeat for all the teachers you wish to see.

If you have another child to book into this parents’ evening, press the “Add another child” button and enter their details. Then repeat this step to add teachers for the newly added child.

Click on the Continue button to proceed.

*(screenshot if parents see many teachers – secondary school)*



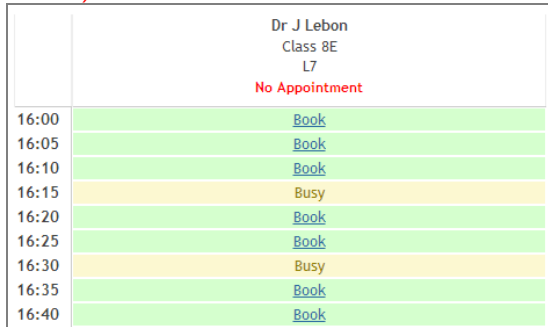
*(if you have not enabled notes from parents)*

### Step 4: Book Appointments

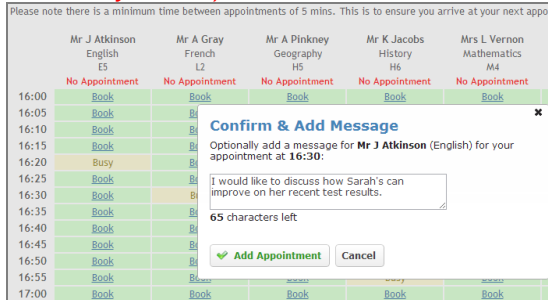
Click ‘Book’ to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

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.

*(screenshot if parents see one teacher – primary school)*



*(screenshot if parents see many teachers – secondary school)*



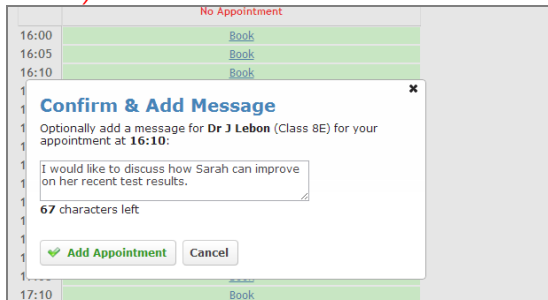
*(if you have enabled notes from parents)*

### Step 4: Book Appointments

Click ‘Book’ to make your appointment with the teacher for the time you wish. Optionally 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.

*(screenshot if parents see one teacher – primary school)*



**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](#)   [Logout](#)

## 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".**

The screenshot shows a web interface for managing appointments. At the top, there are tabs for 'Home' and 'Appointments'. Below the 'Appointments' tab, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening' for the date '24/01/2013'. The main area is titled 'Your Appointments' and displays a vertical list of time slots from 16:00 to 17:25 in 5-minute increments. Some slots are highlighted in red and contain text: 'Mr. A. Pinkney - Geography (H5)' at 16:20, 'Mr. J. Atkinson - English (E5)' at 16:30, 'Mr. A. Gray - French (L2)' at 16:40, 'Mr. K. Jacobs - History (H6)' at 16:50, and 'Mrs. L. Vernon - Mathematics (M4)' at 17:00. To the right of the list, there is a 'Parents' Evening' section with additional text and a date 'Date: 24/01/2013'. At the bottom right of the appointment list, there is a link that says 'Add/Edit/Delete' with a pencil icon.

## 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.