

Parents' Guide for Booking Appointments

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

Parents' Evening System
Welcome to the Green Asturys parents' evening booking system. Appointments can be emailed via a link from the email confirmation—please ensure your email address is correct.

YOUR Details

Title: Mr. First Name: Rachel Surname: Abbot

Email: rachel@abbot.com Confirm Email: rachel@abbot.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 28/04/2006

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointment will be sent to the email address you provide.

See attached letter for log in names

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

Step 2: Select Parents' Evening

Click on the date you wish to book.

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 an appointment based on the times you're available to attend. Or if you'd rather choose the time to book with the form teacher, choose Manual. Then press *Next*.

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

Choose Teachers

If you don't see a teacher name, select them by clicking the button to continue.

Mr. J. Black (Available) Mrs. D. Hartland (Available) Mr. J. Miller (Available) Mrs. A. Abbot (Available)

Mrs. F. Davies (Available) Mr. K. Hartland (Available) Mr. J. Miller (Available)

Select All Teachers

Step 4: Choose Teacher

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 teacher you'd like to book an appointment 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 you. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr. J. Black	Ben	English	6A
Mr. D. Hartland	Ben	Mathematics	6E
Mr. J. Miller	Ben	French	6A

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see a provisional appointment which is held for 2 minutes. To keep it, choose *Accept* at the bottom left.

The screenshot shows a booking interface. At the top, there are three teacher profiles: Mr J Brown (SENCO (A2)), Miss E Patel (Class 1SE (H)), and Mrs A Wheeler (Class 11A (L1)). Below this is a 4x4 grid representing time slots from 16:30 to 17:10. The grid uses color coding: grey for unavailable slots, blue for existing appointments, green for available slots, and a checked blue box for a new appointment at 16:45 for Mrs A Wheeler. A modal window titled 'Add Appointment' is open, confirming the booking for Mrs D Mumford at 15:10. It includes a message input field and a note about discussing Ben's homework. A 'Save' button is at the bottom.

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 please input the preferred number for the teacher to telephone you on in this box.

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 the 'My Bookings' page. On the left is a sidebar with navigation links: Home, Bookings, and Amend Bookings. The main area displays a table of booked appointments. The table has columns for Time, Name, Status, and Date. The data is as follows:

Time	Name	Status	Date
16:30	Mr J Brown	Booked	10/01/2017
16:45	Miss E Patel	Booked	10/01/2017
16:50	Mrs A Wheeler	Available	10/01/2017
17:00	Mr J Brown	Booked	10/01/2017

Step 6: Finished

You're now on the *My Bookings* page and your booking will be 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*.