Parents' Guide for Booking Appointments

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



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



Step 2: Select Parents' Evening

Click on the date you wish to book.



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.



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.

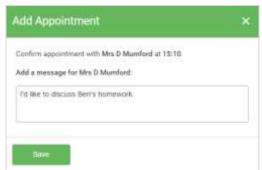
Select the teacher you'd like to book an appointment with. A green tick indicates they're selected. To de-select, click on their name.



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.





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.



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*.