

Parents' Guide for Booking Appointments

Browse to <https://liswerryhigh.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

Parents' Evening System

Welcome to the Green Acrey parents' evening booking system. Appointments can be emailed as a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mr. First Name: Richard. Surname: Allen

Email: richard@parent.com. Confirm Email: richard@parent.com

Student's Details

First Name: Sam. Surname: Allen. Date Of Birth: 28 - 04 - 2000

Log In

Step 2: Select Parents' Evening

Click on the date you wish to book.

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

Not available to attend

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 Booking Mode

Select how you'd like to book your appointments using the option below, and then click 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 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.

Choose Teachers

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

Mr J Brown
Mrs J Skelton
Mr J Skelton
Mrs J Skelton

Mrs C Brown
Dr R Robinson
Mr J Skelton

Continue with 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.

Confirm Appointment Times

The following appointments have been reserved for you including, if you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Skelton	Sam	English	10
17:22	Mrs J Skelton	Sam	Mathematics	102
17:40	Dr R Robinson	Andrew	French	104

Accept Appointments

Cancel Appointments

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Archie	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.

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.

Add Appointment
✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

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.

All Appointments
Showing 10 items

Time	Name	Room	Subject	Status
15:10	Mr J Brown	10A	Maths	Booked
15:20	Mr J Brown	10A	Maths	Booked
15:30	Mr J Brown	10A	Maths	Booked
15:40	Mr J Brown	10A	Maths	Booked
15:50	Mr J Brown	10A	Maths	Booked
16:00	Mr J Brown	10A	Maths	Booked
16:10	Mr J Brown	10A	Maths	Booked
16:20	Mr J Brown	10A	Maths	Booked

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*.