

# Parents' Guide for Booking Appointments

Step 1. Browse to <https://pentrergrraig.parentseveningsystem.co.uk/>

## Step 2. Login

Fill out the details on the page then click the 'Log in' button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename

## Step 3. Select Parents' Evening

### Example

Click on the date you wish to book.

Unable to make all the dates listed? Click *I'm unable to attend*

## Step 4. Select Booking Mode

### Example

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

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

## Step 5 Choose Teachers

### Example

#### Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

#### Ben

Mr J Brown  
SENCO
  Mrs A Wheeler  
Class 11A

#### Andrew

Miss B Patel  
Class 10E

Continue to Book Appointments

If you choose 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

### Example

## Step 6a (Automatic) Book Appointments

#### 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 McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

If you choose the Automatic booking mode, you should 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 and try again, or switch to manual booking mode (Step 6b).

## Step 6b (Manual): Book Appointments

### Example

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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.

## Example

### Add Appointment ×

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

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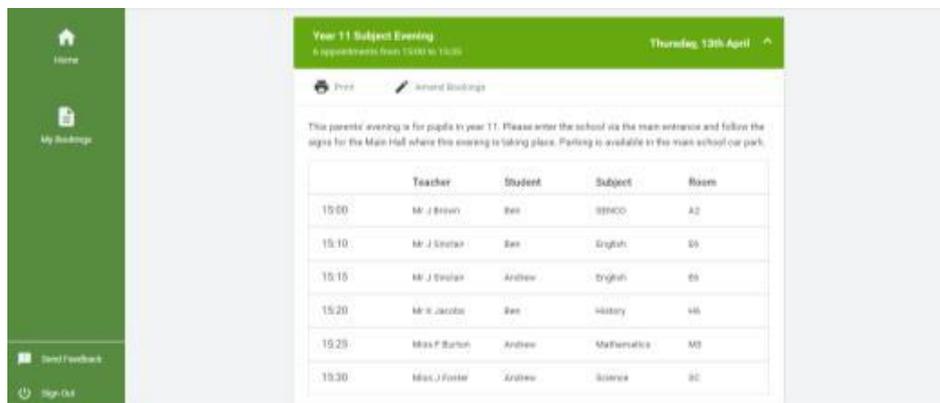
Save

After clicking on a green cell to make an appointment, a pop up box appears where 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.

## Step 7: Finished

### Example



The screenshot shows a user interface for 'My Bookings'. The page title is 'Year 11 Subject Evening' with a sub-header '4 appointments from 15:00 to 15:30' and the date 'Thursday, 13th April'. There are 'Print' and 'Amend Bookings' options. A message states: 'This parents evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where the evening is taking place. Parking is available in the main school car park.' Below this is a table of appointments:

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Brown	Ben	English	05
15:15	Mr J Brown	Andrew	English	05
15:20	Mr E Jacobs	Ben	History	46
15:25	Miss P Barton	Andrew	Mathematics	M0
15:30	Miss J Foster	Andrew	Science	02

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.