

Parents' Guide for Booking Appointments

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

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 <input type="text"/>	John <input type="text"/>	Smith <input type="text"/>
Email Address	Confirm Email Address	
john.smith@gmail.com <input type="text"/>	john.smith@gmail.com <input type="text"/>	

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah <input type="text"/>	Smith <input type="text"/>	26/11/2005 <input type="text"/>

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) and date of birth – eg: 26/11/2009.

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.

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
<input checked="" type="checkbox"/> Mr M Lubbock - Class 9A
Claire
<input checked="" type="checkbox"/> Mr T Smith - Class H
James
<input checked="" type="checkbox"/> Mrs E Paton - Class G
<input type="button" value="Continue to Book Appointments"/> <input type="button" value="Cancel"/>

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.

Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

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.

The system will show you which appointments are available to book and which have already been taken.

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.

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 with a blue header containing 'Home' and 'Appointments' tabs. Below the header, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main content area is titled 'Your Appointments' and displays a list of time slots from 16:00 to 17:25. Several slots are filled with appointment details:

Time	Appointment
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

On the right side of the appointment list, there is a 'Parents' Evening' section with a brief description: 'This parents' evening is the school via the main for the Main Hall where Parking is available in the'. Below this is the date 'Date: 24/01/2013' and a blue link '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.

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.