



Parents' Guide for Booking Appointments

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

<p>Parents' Evening System</p> <p>Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link confirmation - please ensure your email address is correct.</p> <p>Your Details</p> <p>Title: <input type="text" value="Mr"/> First Name: <input type="text" value="John"/> Surname: <input type="text" value="Smith"/></p> <p>Email Address: <input type="text" value="john.smith@gmail.com"/> Confirm Email Address: <input type="text" value="john.smith@gmail.com"/></p> <p>Child's Details</p> <p>First Name: <input type="text" value="Sarah"/> Surname: <input type="text" value="Smith"/> DoB dd/mm/yyyy: <input type="text" value="26/11/2005"/></p> <p><input type="button" value="Login & Continue"/></p>	<p>Step 1: Login</p> <p>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.</p> <p>Please use your child's "preferred" forename that matches our records (no abbreviations).</p>
--	---

<p>Year 7 Mentor Evening</p> <p>TBC</p> <p>Click a date to continue</p> <p>Thursday, 27th September Open for bookings</p> <p>I'm unable to attend</p>	<p>Step 2: Select Parents' Evening</p> <p>Click the <i>date</i> to select the parents' evening you want to make appointments for.</p>
--	--

<p>Choose Booking Method</p> <p>Select how you'd like to book your appointments, then click Next.</p> <p><input checked="" type="radio"/> Automatic Automatically book the best possible times based on your availability</p> <p><input type="radio"/> Manual Choose the time you would like to see each teacher</p> <p><input type="button" value="Next"/></p>	<p>Step 3: Select your booking method</p> <p>To let the system book a time slot for you, click <i>Automatic</i> and then <i>next</i>.</p> <p>To choose your own time slot, click <i>Manual</i> and then click <i>next</i>.</p>
--	---

<p>Choose Teachers</p> <p>If there is a teacher you do not wish to see, please untick them before you continue.</p> <p><input checked="" type="checkbox"/> Mr M Cameron Class 7.2</p> <p><input checked="" type="checkbox"/> Mrs E Patton Year 7</p> <p><input type="button" value="Continue to Book Appointments"/></p>	<p>Step 4: Choose Teachers</p> <p>Your children's teachers will appear. Ensure the teachers you wish to see are <i>ticked</i>. If you do not wish to see a teacher, click on their name to de-select them. Click on the <i>Continue to Book Appointments</i> button to proceed.</p>
---	--

	Mr M Cameron Class 7.2 (Class 7.2)	Mrs E Patton Year 7 (Year 7)
	Mr Patton	Mr Patton
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:00	+	+
16:05	+	+
16:10	+	+
16:15	+	+
16:20	+	+
16:25	+	+
16:30	+	+
16:35	+	+

Step 5: Book Appointments

Hover over the time slot you'd like to book and click *Book* to make your appointment with the teacher.
 Click *Save* and then repeat this for all the teachers you wish to see.
 After you have finished booking all your appointments, you can close your web browser.
 You will receive an email confirming your bookings.

parentsevening SYSTEM

Year 7 Mentor Evening
1 appointment from 16:00 to 16:05
Thursday, 27th September

Print Amend Bookings

TBC

	Teacher	Student	Subject
16:00	Mr M Cameron		Class 7.2

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the *My Bookings* button.
 You can change your appointments by clicking on *Amend Bookings* button on the *My Bookings* screen, this will take you back to **Step 5**.