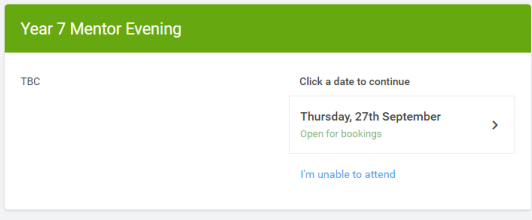
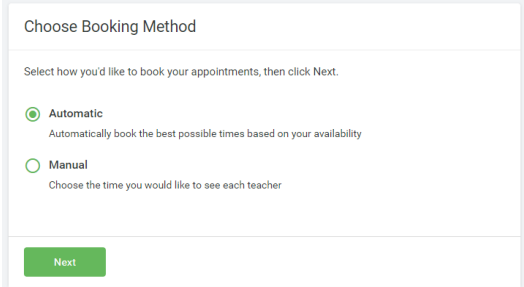
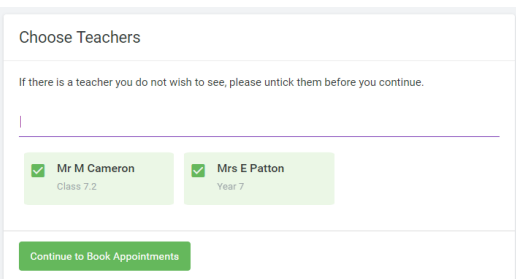




Parents' Guide for Booking Appointments

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

<p>Parents' Evening System</p> <p>Welcome to the parents' evening booking system. Appointments can be amended via a link from the email 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. Please use your child's "preferred" forename that matches our records (no abbreviations).</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>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>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)
	✔	✔
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.

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