

Parents' Guide for Booking Appointments

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

(Or use the link from the home page on the school website)

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

Email Address Confirm Email Address

Child's Details

First Name Surname DoB dd/mm/yyyy

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).

Date of birth – eg: 26/11/2005

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

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

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.

No Appointment

16:00

16:05

16:10

Confirm & Add Message

Optionally add a message for **Dr J Lebon** (Class 8E) for your appointment at **16:10**:

67 characters left

17:10

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making 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.

The screenshot shows a web interface for managing appointments. At the top, there are tabs for 'Home' and 'Appointments'. Below the tabs, there's a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main area is titled 'Your Appointments' and displays a vertical list of time slots from 16:00 to 17:25 in 5-minute increments. Some slots are highlighted in red and contain text: 16:20 (Mr A Pirakey - Geography (H5)), 16:30 (Mr J Atkinson - English (E5)), 16:40 (Mr A Gray - French (L2)), 16:55 (Mr K Jacobs - History (H6)), and 17:00 (Mrs L Vernon - Mathematics (M4)). To the right of the list, there's a 'Parents' Evening' section with some text and a date 'Date: 24/01/2013'. At the bottom right of the appointment list, there is a blue link that says '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. Please bring a print out of your appointment times to the parents' evening.

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.