# Parents' Guide for Booking Appointments



Browse to https://buttershaw.parentseveningsystem.co.uk/

|            | ne Green Abbey parent<br>ation - please ensure y |         |         | ointments  | can be | am | ended via | a link fr | om the |   |
|------------|--|---------|---------|------------|--------|----|-----------|-----------|--------|---|
| Your Deta  | ails   |         |         |            |        |    |           |           |        |   |
| Title      | First Name                                       |         | Surname |            |        |    |           |           |        |   |
| Mrs        | Rachael  |         |         | Abbot      |        |    |           |           |        |   |
| Email      |  |         | Confirm | n Email    |        |    |           |           |        |   |
| rabbot4@gr | mail.com   |         | rabbot  | 4@gmail.co | om     |    |           |           |        |   |
| Student's  | Details  | Surname |         |            | Date   | Of | Birth     |           |        |   |
| Ben        |  | Abbot   |         |            | 20     | ·  | July      | •         | 2000   | • |

#### Step 1: 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.

| Primary School Parents' Evening  |   |   |  |  |  |
|--|---|---|--|--|--|
| This parents' evening is an opportunity to meet<br>your child's teacher. Please enter the school via | Click a date to continue:                 |   |  |  |  |
| the main entrance and sign in at reception.  | Thursday, 16th March<br>Open for bookings | > |  |  |  |
|  | Friday, 17th March<br>Open for bookings   | > |  |  |  |
|  | I'm unable to attend                      |   |  |  |  |

## Step 2: Select Parents' Evening

Click on the date you wish to book.

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

| Choose Booking Mode  |
|--|
| Select how you'd like to book your appointments using the option below, and then hit Next. |
| Automatic Automatically book the best possible times based on your availability            |
| O Manual<br>Choose the time you would like to see each teacher                             |
| Next   |

## **Step 3: Select Booking Mode**

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.

| ou do     | in't wish to see any teacher | r below, desel | ect them before clicking th  | he button to c | ontinue.                 |               |  |
|-----------|------------------------------|----------------|------------------------------|----------------|--------------------------|---------------|--|
| en        |                              |                |                              |                |                          |               |  |
|           | Mr J Brown                   |                | Mrs D Mumford                |                | Mr J Sinclair            | Mrs A Wheeler |  |
| ~         | SENCO                        |                | Mathematics                  | <b>1</b>       | English                  | Class 11A     |  |
| ∎<br>ndre | SENCO                        |                | Mathematics                  |                | English                  | <br>Class 11A |  |
| ndre      | SENCO                        |                | Mathematics<br>Dr R Mcnamara |                | English<br>Mr.J.Sinclair | Class 11A     |  |

## Step 4: Choose Teachers



If you chose 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.

|       | opointments have been re<br>on at the bottom. | erved for two min | utes. If you're happy wi | th them, please choose |
|-------|---|-------------------|--------------------------|------------------------|
|       | 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                     |

## Step 5a (Automatic): Book Appointments

If you chose 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 with and try again, or switch to manual booking mode (Step 5b).



Add Appointment

Confirm appointment with Mrs D Mumford at 15:10

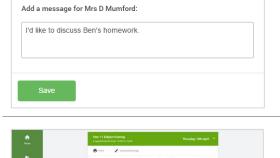
## Step 5b (Manual): Book Appointments

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.

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.



Inglish

## Step 6: Finished

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*.

To change your appointments, click on Amend Bookings.