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Parents' Meetings

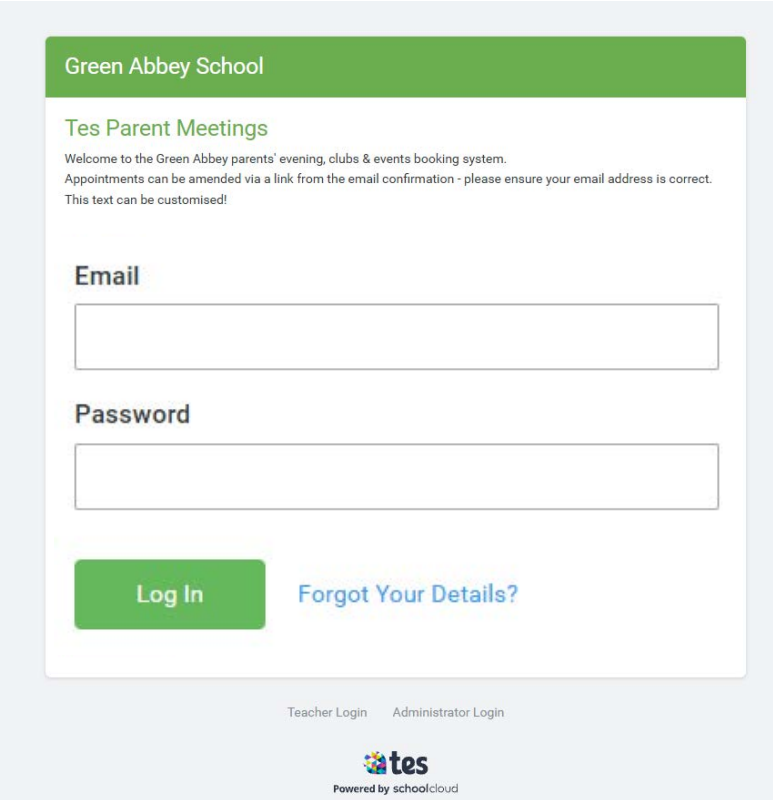
# Booking your interviews: a parent's guide



# Step 1: Log in

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.

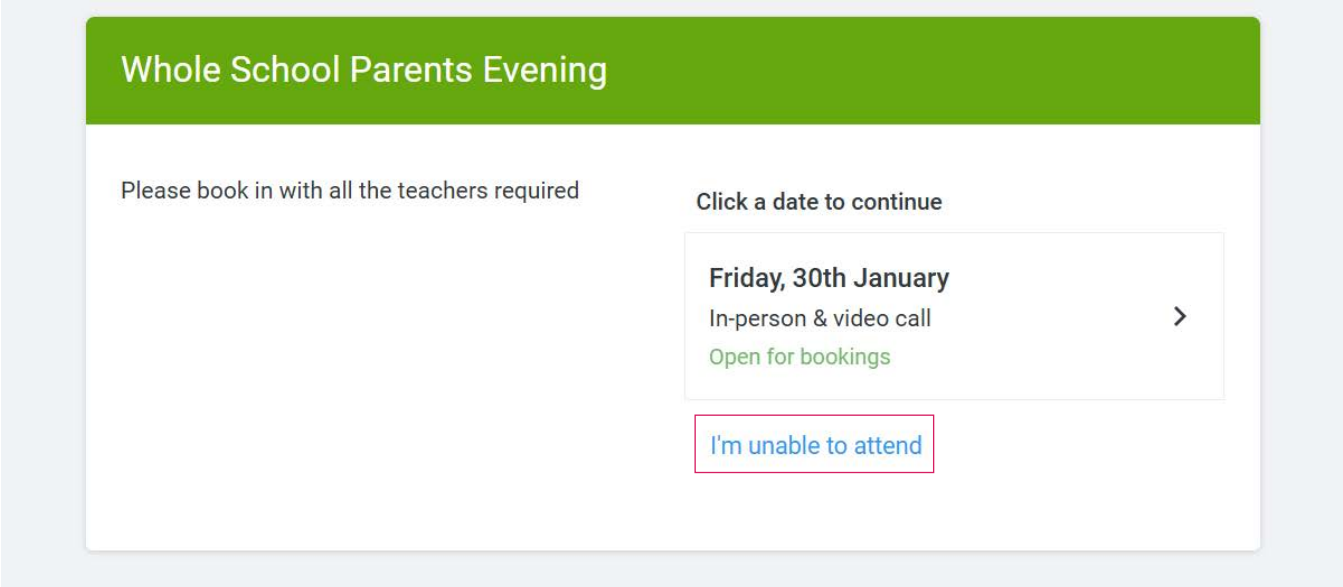



Tip: If you're unsure of the correct login page, please contact your school for the right Parents' Meetings login URL, as each school has its own unique link.

# Step 2: Select parents' evening

Click on the date you wish to book.

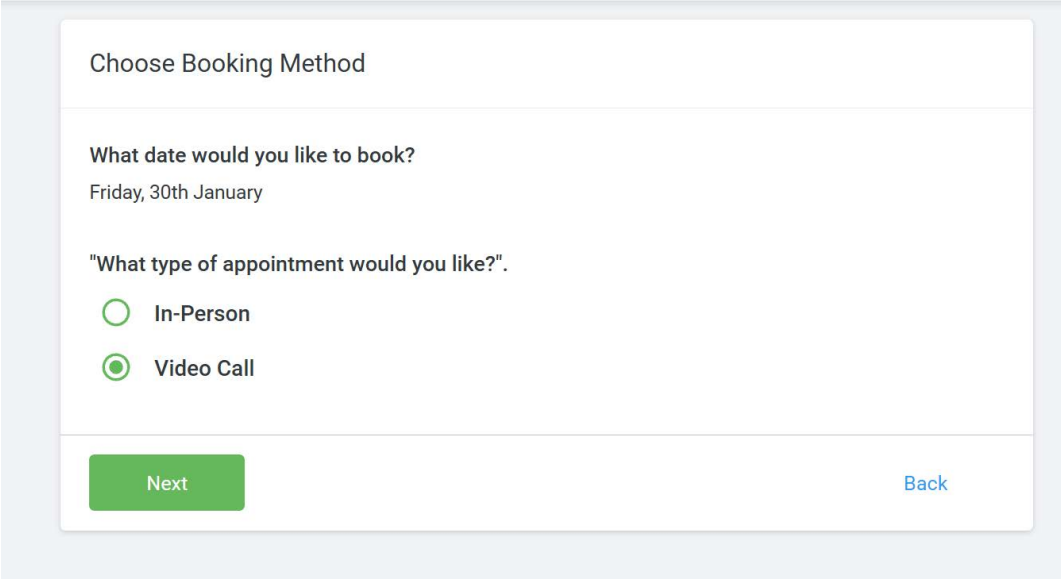
Unable to make any of the dates listed? Click **I'm unable to attend.**



# Step 3: Select in-person or video (if applicable)

If your school has enabled the hybrid meetings option (both **Video Call** and **In-Person** appointments), choose which type of meeting you want to book. Then press the **Next** button.

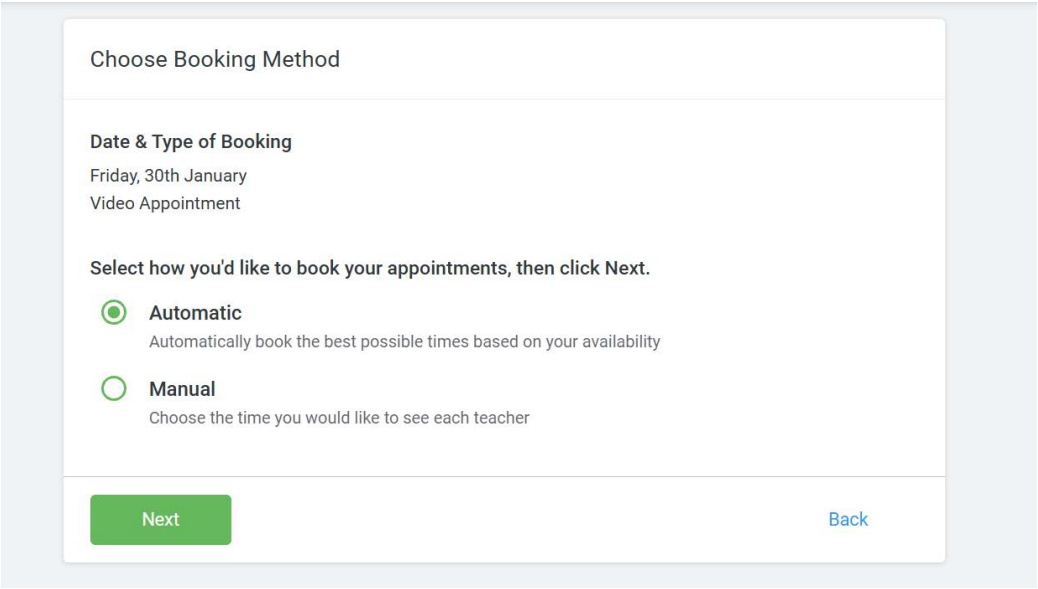
If your school is offering in person only or video only, this step will be skipped automatically.




# Step 4: 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. To pick the times to book with each teacher, choose **Manual**. Then press the **Next** button.

We recommend choosing the automatic booking mode when browsing on a mobile device.

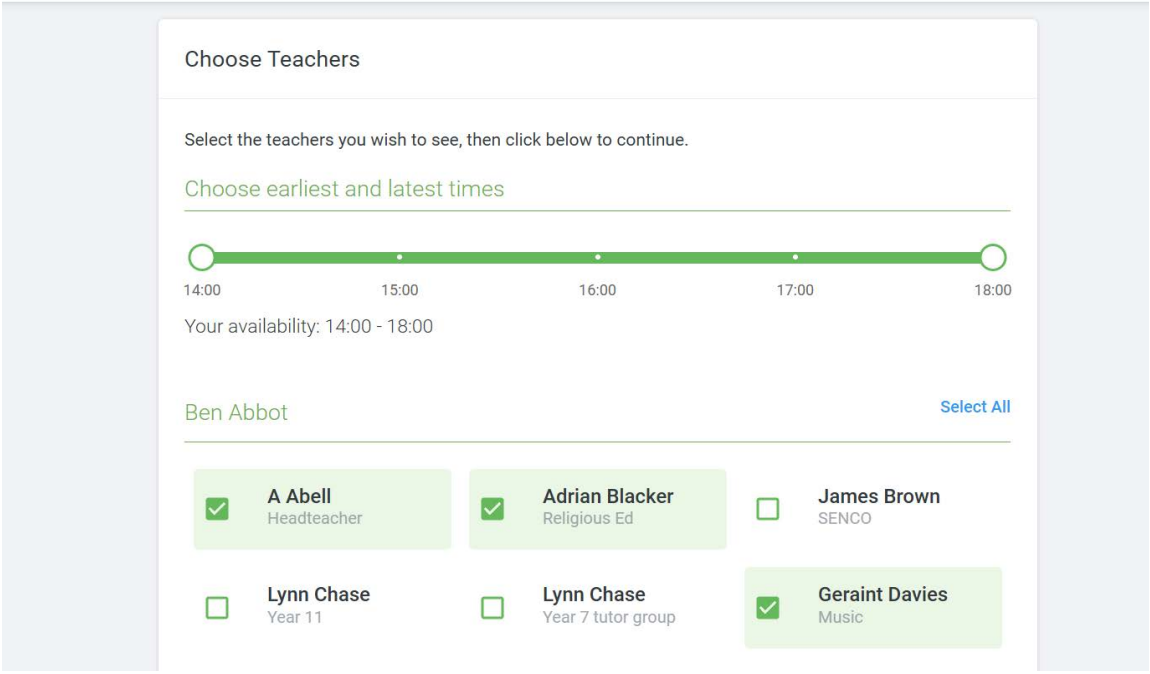



If you selected **Automatic**, please proceed to page 4, automatic bookings. If you selected **Manual**, please proceed to page 7, manual bookings.

# Automatic bookings

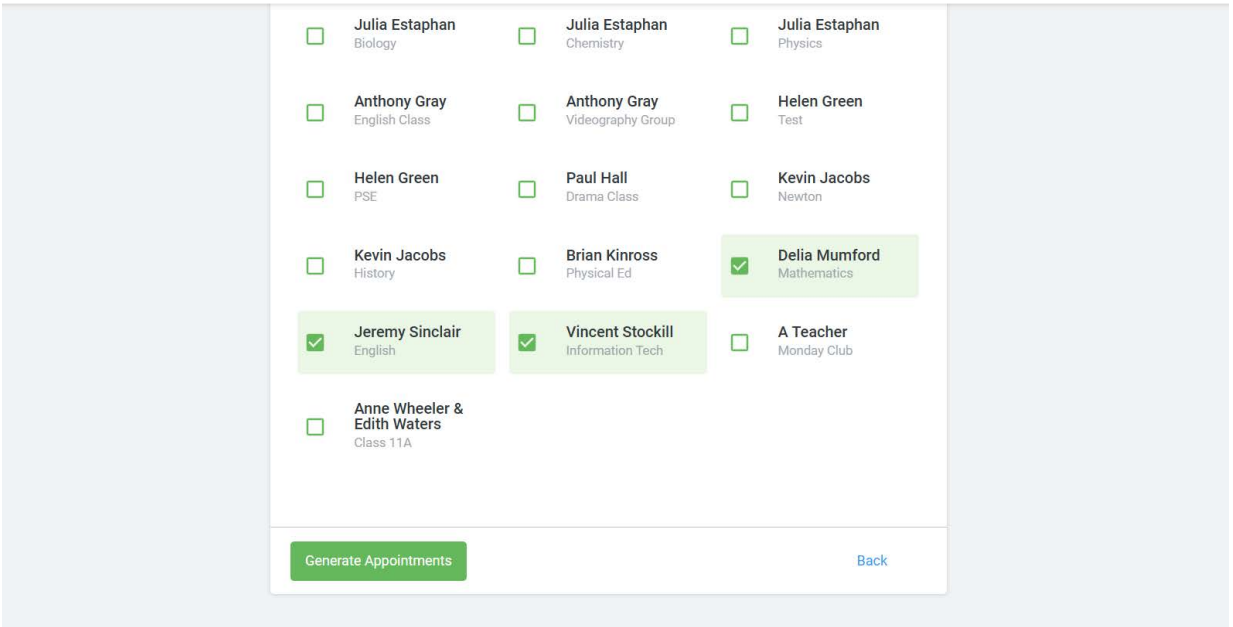
## Step 5A: Select availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



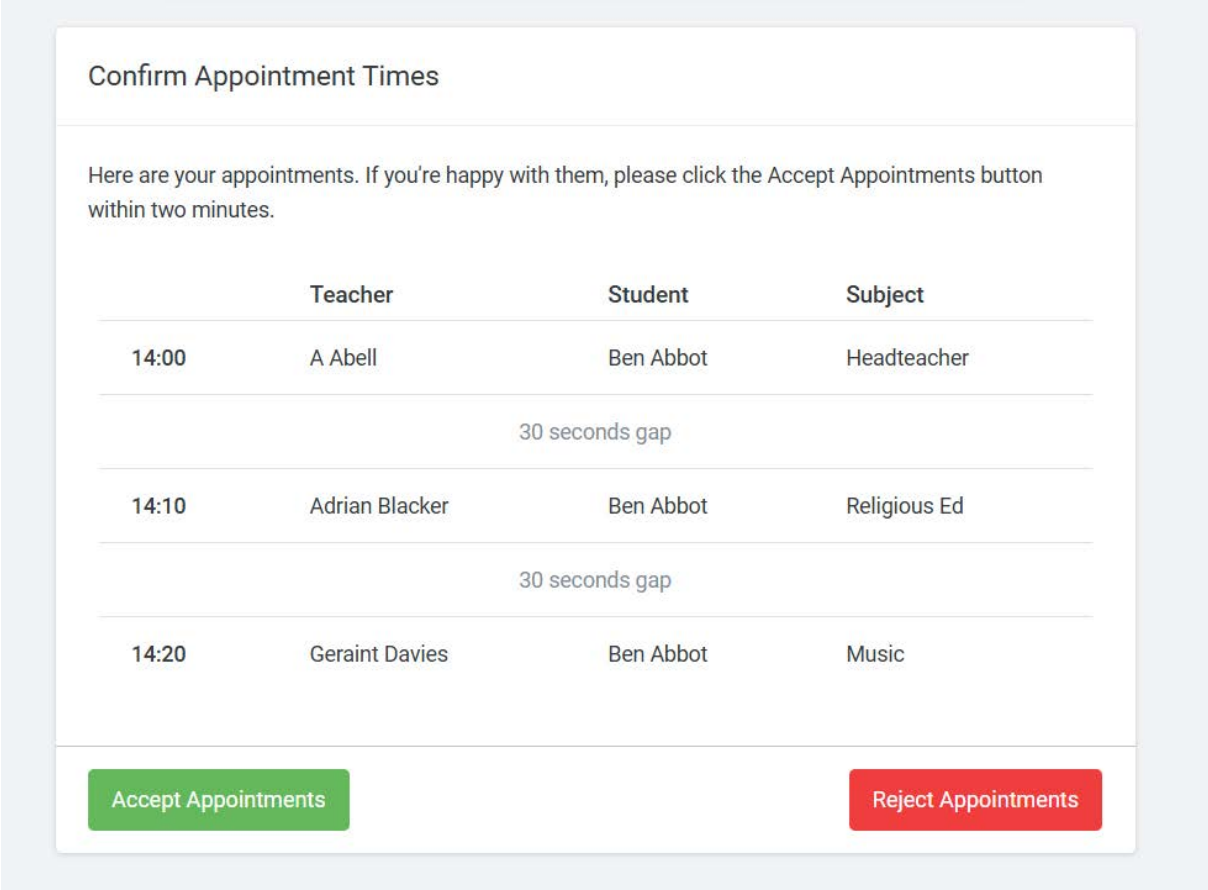

## Step 6A: Choose teachers

Select the teachers you'd like to book appointments with. A **green tick** indicates they're selected. To de-select, click on their name. Then press the **Generate Appointments** button.

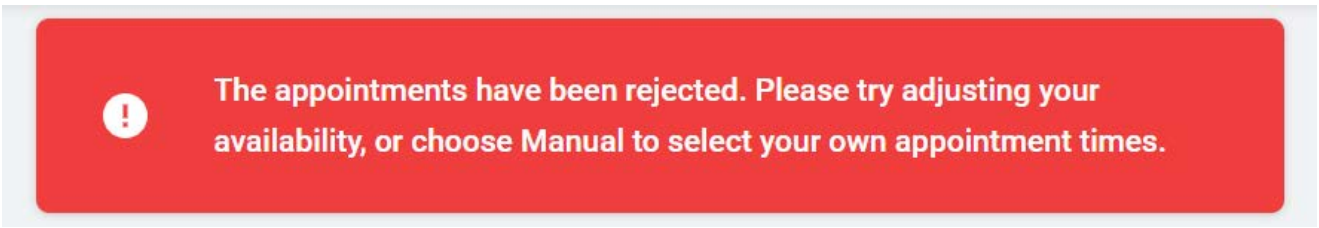


# Step 7A: Book appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for two minutes. Please take a moment to double check all teachers you selected are represented. To confirm your appointments, press the green **Accept Appointments** button at the bottom left and proceed to step 8A.

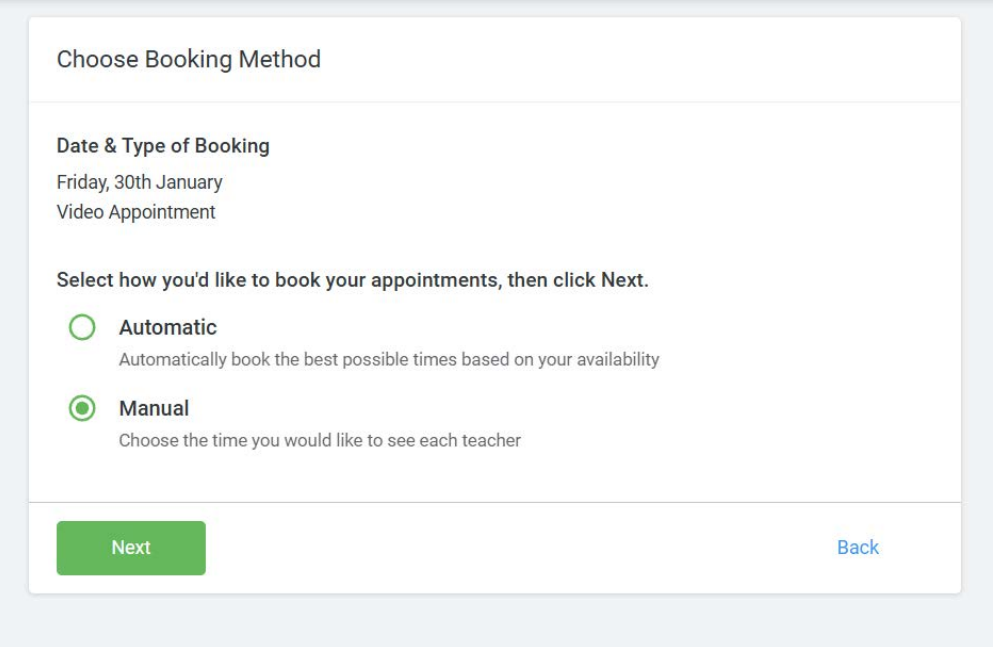



Not happy with your appointment schedule? To make changes, press the red **Reject Appointments** button at the bottom right. An on-screen notification will appear saying that your appointments have been rejected.




You'll then be returned to Step 3. Reselect your booking method and press the **Next** button.

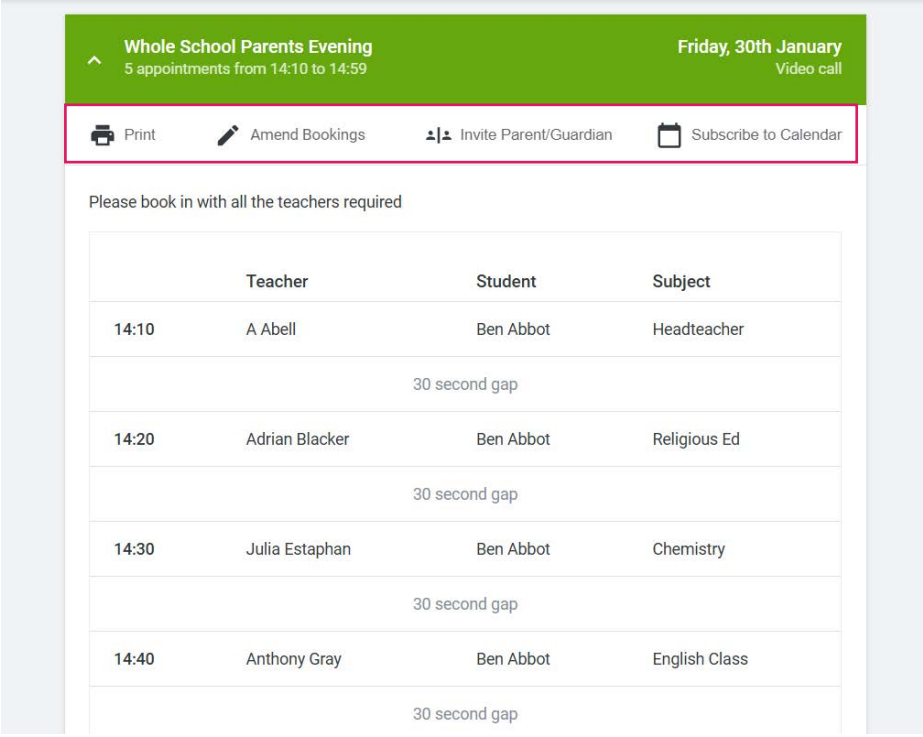
You're now back at Step 4. Here, you can switch to **Manual** booking mode (see page 7) or stay on **Automatic** mode and adjust your availability (Step 5A) and/or the teachers you wish to meet with (Step 6A) and try again.




# Step 8A: Finished

You're done! All your bookings now appear on the **My Bookings** page. An email confirmation has been sent and you can also print appointments by pressing **Print.** Click **Subscribe to Calendar** to add these and any future bookings to your calendar.

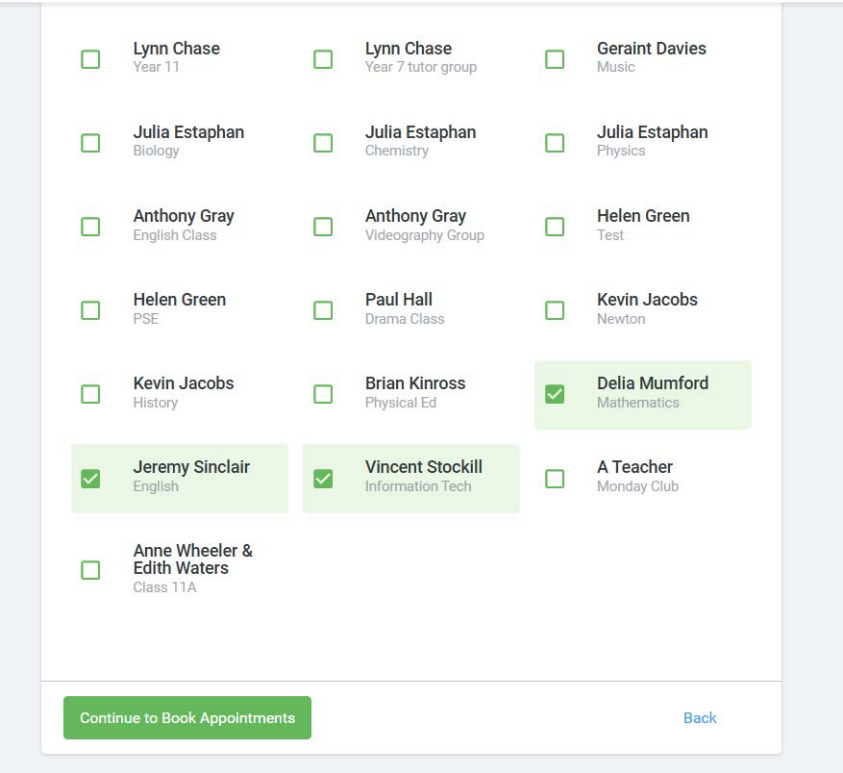
To change your appointments, press **Amend Bookings**. To invite an additional participant, press **Invite Parent/Guardian**.



# Manual bookings

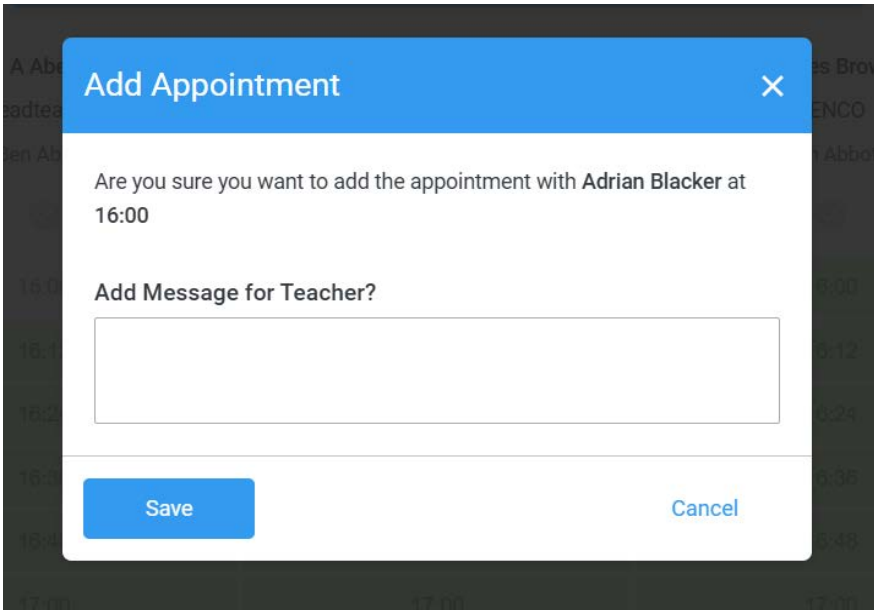
## Step 5M: Choose teachers

Select the teachers you'd like to book appointments with. A **green tick** indicates they're selected. To de-select, click on their name. Then press the **Continue to Book Appointments** button.

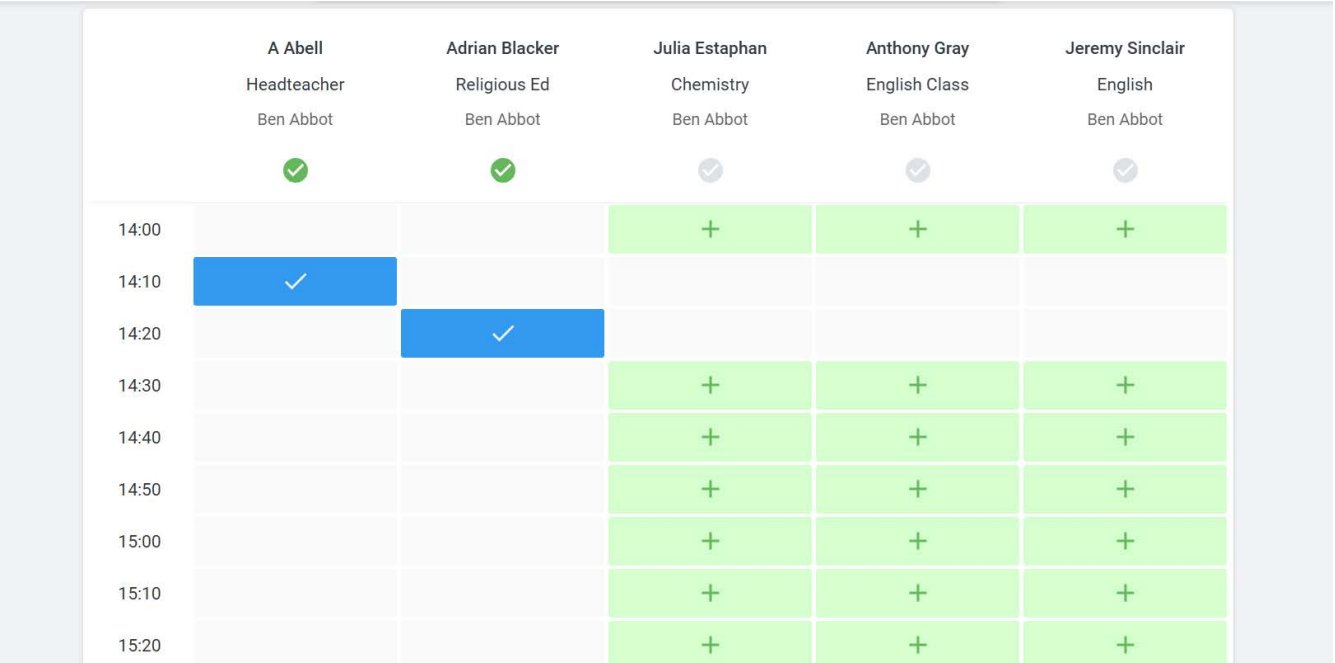



## Step 6M: Book appointments

To book an appointment, click a **green cell**. Depending on how your school has configured Parents' Meetings, you may also have the option to add a message for the teacher. To confirm the appointment, press the **Save** button.

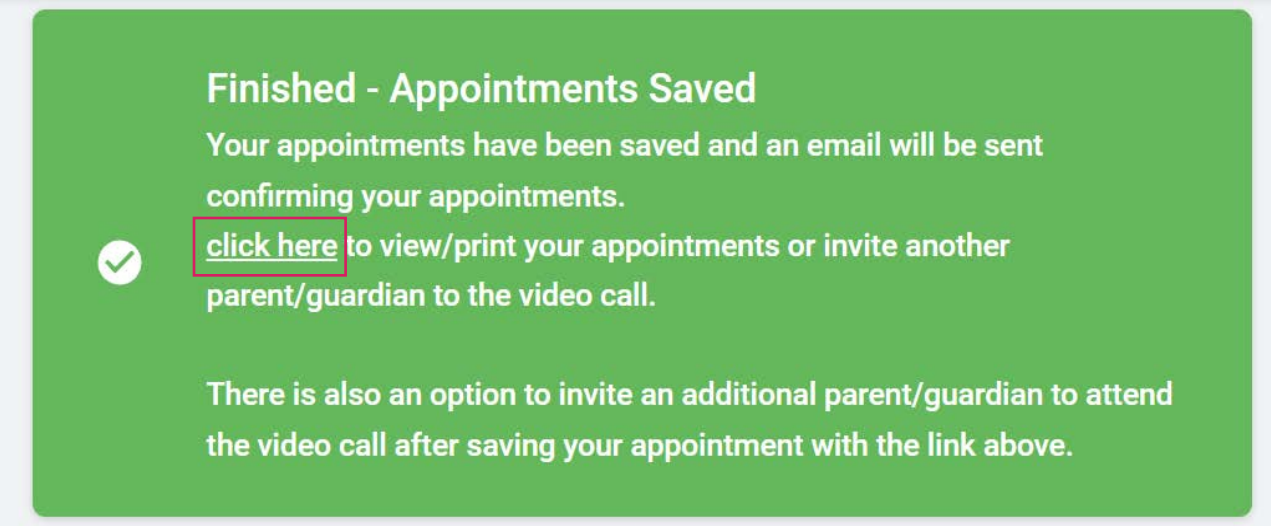


Once you click the **Save button**, the time will change to a **blue cell**. A **greyed-out cell** means the timeslot is unavailable. To change an appointment time, hover over the blue box and click **Delete**. Then choose an alternate time.




## Step 7M: Finalise your appointments

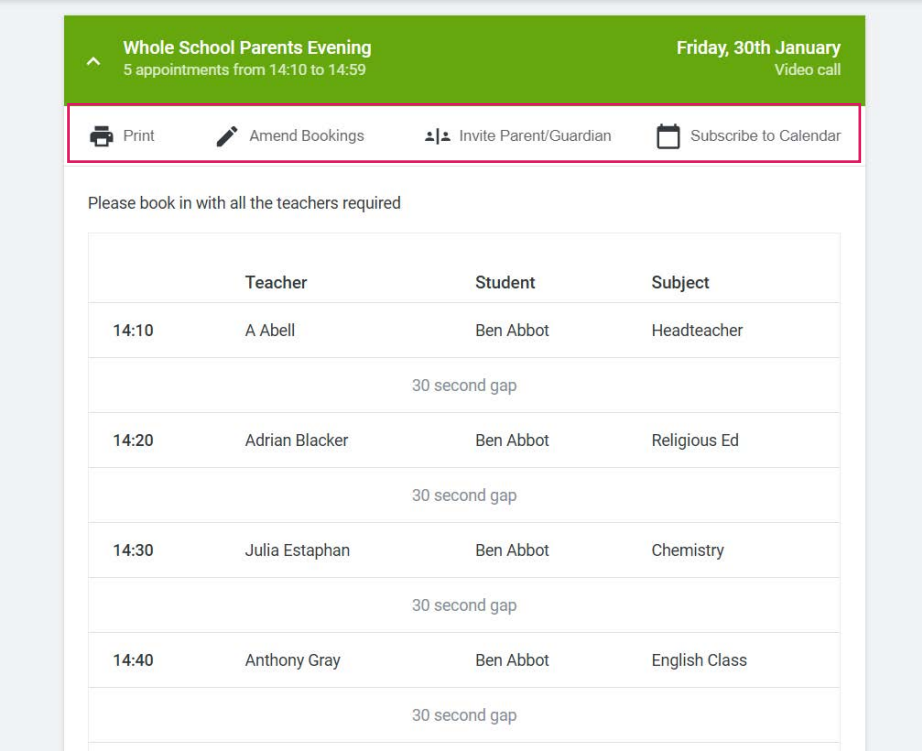
Once you're finished booking all your appointments, at the top of the page in the alert box, press **click here** to finish the booking process.



# Step 8M: Finished

You're done! All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing **Print.** Click **Subscribe to Calendar** to add these and any future bookings to your calendar.

To change your appointments, press **Amend Bookings**. To invite an additional participant, press Invite Parent/Guardian.




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