

# Parents' Guide for Booking Appointments

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



The form contains fields for First Name, Surname, Email, and a checkbox for 'Remember Me'. Below these are fields for Parent Name, Surname, and Date of Birth. A green 'Next' button is at the bottom.

## 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.



The screen shows a list of dates: Thursday 16th March and Friday 17th March. A link 'I'm unable to attend' is at the bottom.

## 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*.



The screen has two radio buttons: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

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

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



The screen shows two teacher names: Mr J Brown and Mrs A Wheeler. Green ticks indicate they are selected. A green 'Continue with Appointment' button is at the bottom.

## 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.



The screen shows a table of provisional appointments with columns for Teacher, Student, Subject, Room, and Time. A green 'Accept Appointment' button is at the bottom left, and a red 'Cancel Appointment' button is at the bottom right.

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).



The grid shows time slots (16:30, 16:45, 16:50, 17:00) and teachers (Mr J Brown, Mrs A Patel, Mrs A Wheeler). Green cells indicate available slots, blue cells indicate booked slots, and grey cells indicate unavailable slots.

## 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.

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.



The page shows a list of booked appointments with columns for Teacher, Student, Subject, Room, and Time. A 'Print' button is visible.

## Step 6: Finished

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, click on *Amend Bookings*.