Parents' Guide for Booking Appointments

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

Parer	its' Eveni	ng Syst	em		
				m. Appointments can be amended email address is correct.	
Your D	etails				
Title	First Name		Surname		
Mr 💌	John		Smith		
Email Address			Confirm Email Address		
john.smith@gmail.com			john.smith@gmail.com		
Child's First Nam		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).

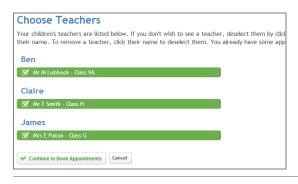
Date of birth - eg: 26/11/2005

N.B. All data must match that held by the school to be recognised. If there are any changes to that currently held then please update the school before registering.



Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.



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.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

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 booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

	No Appointment	
16:00	Book	
16:05	Book	
16:10	Book	
	nfirm & Add Message	
	onally add a message for Dr J Lebon (Class 8E) for your ointment at 16:10 :	
	ould like to discuss how Sarah can improve her recent test results.	
1 67	characters left	
	Add Appointment Cancel	
17:10	Book	

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.

Print Appointments		Your Appointments	
elect Evening	16:00		
-	16:05		Parents' Eveni
Parents' Evening 24/01/2013	16:10		This parents' evening is
24/01/2013	16:15		the school via the main
	16:20	Mr A Pinkney - Geography (H5)	for the Main Hall where
	16:25		Parking is available in t
	16:30	Mr J Atkinson - English (E5)	
	16:35		Date: 24/01/2013
	16:40	Mr A Gray - French (L2)	
	16:45		
	16:50	Mr K Jacobs - History (H6)	
	16:55		
	17:00	Mrs L Vernon - Mathematics (M4)	Add/Edit/Delete
	17:05		
	17:10		
	17:15		
	17:20 17:25		

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.