

Parents' Guide for Booking Appointments

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

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 <input type="text" value="Mr"/>	First Name <input type="text" value="John"/>	Surname <input type="text" value="Smith"/>
Email Address <input type="text" value="john.smith@gmail.com"/>		Confirm Email Address <input type="text" value="john.smith@gmail.com"/>

Child's Details

First Name <input type="text" value="Sarah"/>	Surname <input type="text" value="Smith"/>	DoB dd/mm/yyyy <input type="text" value="26/11/2005"/>
<input type="button" value="Login & Continue"/>		

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.

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.

	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

Confirm & Add Message

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

I would like to discuss how Sarah can improve on her recent test results.

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.

Home

Appointments

Print Appointments

Select Evening

Parents' Evening

24/01/2013

16:00

16:05

16:10

16:15

16:20

Mr A Pinkney - Geography (H5)

16:25

16:30

Mr J Atkinson - English (E5)

16:35

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)

17:05

17:10

17:15

17:20

17:25

Parents' Evening

This parents' evening is the school via the main for the Main Hall where Parking is available in the

Date: 24/01/2013

Add/Edit/Delete

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.