



## Parents' Guide for Booking Appointments

Browse to <https://rgshw.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	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com      Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name	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.

When making subsequent bookings (or amending existing bookings) please make sure you use the same email address as used for the first bookings and click on *Amend Bookings*.

Please use your child's **PREFERRED FORENAME** that matches our records, e.g. Edward might be Ted, Ed, Eddie

Date of birth – eg: 26/11/2005

**Primary School Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March	>
Friday, 17th March	>

[I'm unable to attend](#)

### Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date 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

**Manual**  
Choose the time you would like to see each teacher

### 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.

**Choose Teachers**  
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown SENCO  
 Mrs D Mumford Mathematics  
 Mr J Sinclair English  
 Mrs A Wheeler Class 11A

Andrew

Miss F Burton Mathematics  
 Dr R McNamara French  
 Mr J Sinclair English

[Continue to Book Appointments](#)

### 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. *Please note that for shared classes only one of your son's teachers may be available.*

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	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

[Accept Appointments](#) [Cancel Appointments](#)

### 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).

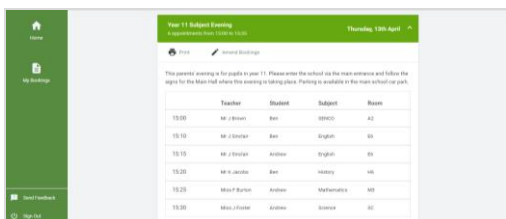
	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 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.

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.



**Year 11 Subject Evening**  
Thursday 12th April

[Amend Bookings](#)

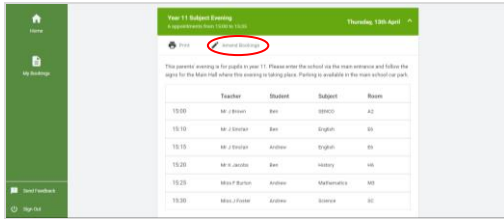
This parents evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where the evening is taking place. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr H Jordan	Ben	History	H4
15:25	Miss F Burton	Andrew	Mathematics	M2
15:30	Miss F Patel	Andrew	Science	S2

### Step 6: Finished Initial Bookings

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 add your additional appointments, or make changes to existing appointments, click on *Amend Bookings*.

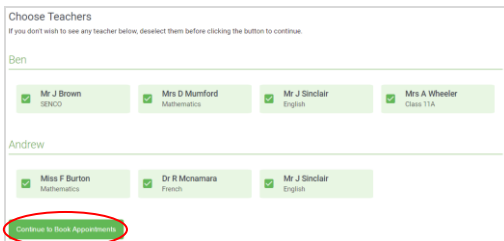


### Step 7: Adding New Bookings

This is easiest to do on a PC or large tablet (adjust to fit screen) as all teachers and their availability will appear on one screen. A phone screen will require scrolling between pages.

Click on your email with your original bookings which will take you to the screen shot left. Ensure you log in with exactly the same details and email address otherwise you will not be able to see your original appointments.

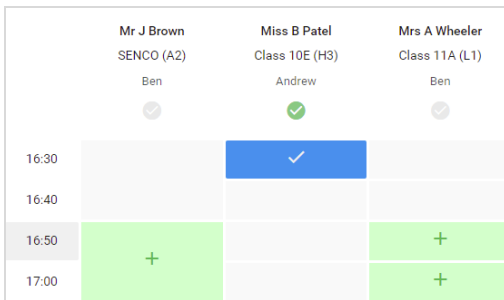
To add your additional appointments, or make changes to existing appointments, **click on Amend Bookings at the top of the screen.**



### Step 8: Adding New Bookings – Choosing Teachers

Your son’s teachers are automatically selected with a green tick. To de-select, click on their name.

**Click Continue to Book Appointments**



### Step 9: Adding New Bookings - Book New Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

When you add a new appointment a dialogue box will appear asking you to **Save**. It will then return you to the appointment screen to make further appointments. Whether you take all your appointments available or not they will be automatically saved and you will be sent an email.

To change an appointment, delete the original by hovering over the blue box and clicking **Delete**. Then choose an alternate time.

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.