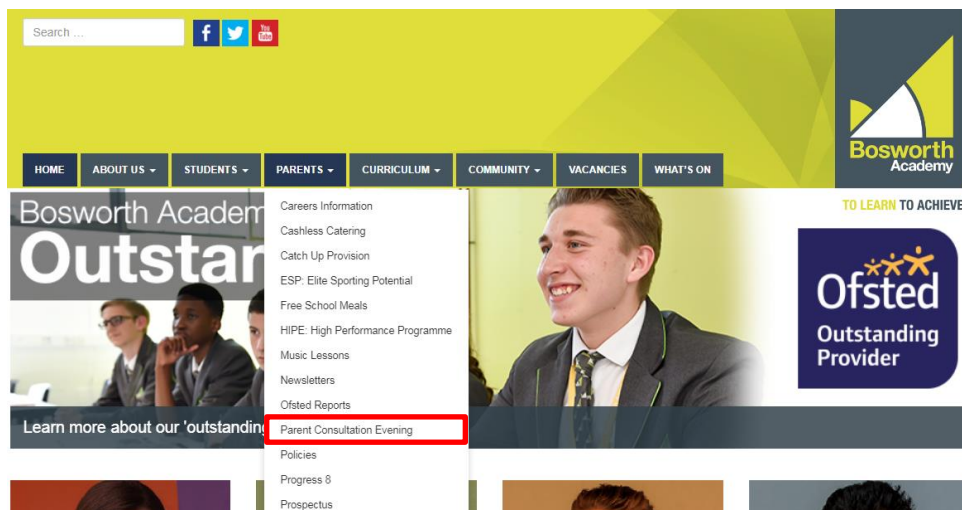


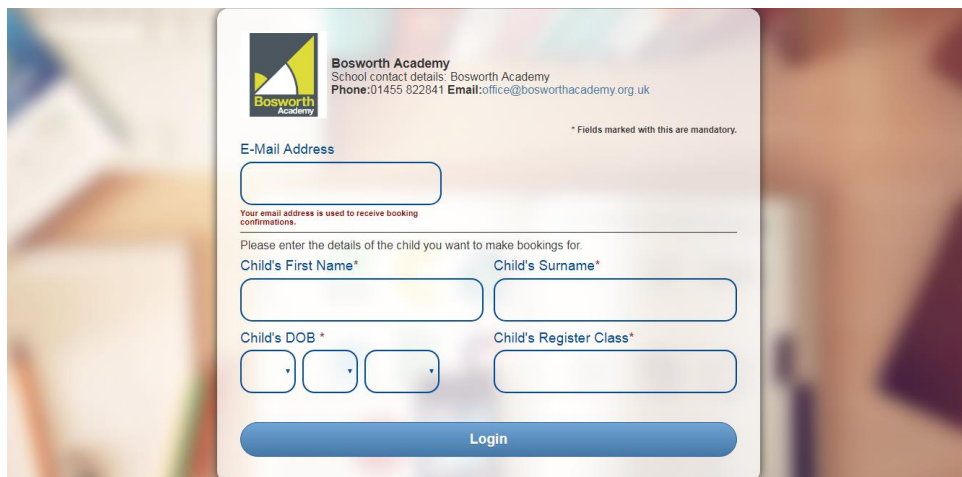
Guide to using the Parents Consultation Evening Booking System



From the school website home page (<http://www.bosworthacademy.org.uk>) click on the Parents tab to display the link for the **Parents Consultation Evening** Online booking page.



Then click on the **Parents Evening Booking** link, which will take you to the Parents Evening Booking System login page.



Here, you enter your details and those of the child whose Parents Meeting it is. Please note that all details must match those currently held on the school database. The entry for the tutor group must be correct, i.e. 11 ACW (with a space between they Year number and the Tutor Group code).



Making Your Appointments

Once logged in, you will be able to see the parents evening for your child. Click on the link to open up the booking table that shows the class subjects available for the evening. Click on the subject to show the class' teacher then click on the available time slot you would like.

(The system will ask you for any comments; these will be sent to the teacher prior to the meeting. **You do not need to make a comment to complete a booking.**) Then click 'Make Booking'. Repeat the above two steps for all of the teachers that you wish to make appointments with.

Editing/Cancelling Appointments

You can click on your booked appointments at any time and edit the comments or delete the bookings if needed. As you make appointments these will appear at the top of the screen and are shown on the booking slots so that you do not double book yourself.

Printing Appointments

Your appointments can be printed out or emailed, to the email address that we have on record, by using the **Print My Appointments** or **Email My Appointments** buttons at the top of the page.