

# Parents' Guide for Booking Appointments

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

## Step 1: Login

Fill out the details on the page using the login details on the letter sent home with your child then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename.

Please note, the letter sent to you has your child Date of birth in the American form – eg: 11/26/2005, whereas the website now uses drop down. See above.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

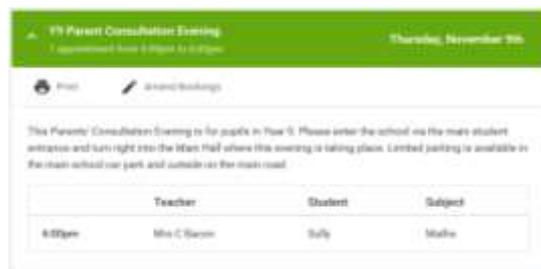
Unable to make all of the dates listed? Click *I'm unable to attend*.



## Step 3:

If a teacher has already booked an appointment for you this screen will show.

Click amend bookings to continue.



Teacher	Student	Subject
Miss C. Brown	Sally	Maths



## 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.

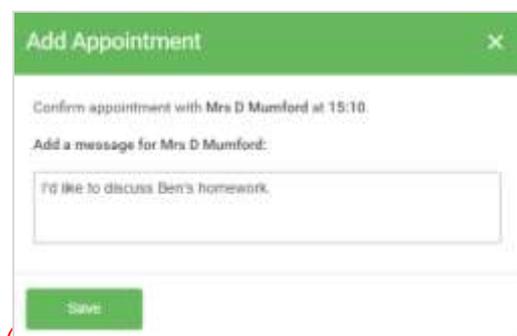


## Step 5b (Manual): Book Appointments

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.

After clicking on a green cell to make an appointment, a pop-up box appears where 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.



## Step 6: Finished

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 change your appointments, click on *Amend Bookings*.