



Parents' Guide for Booking Appointments

Please go to our college website: www.brookvalegroby.com

Click on '**Parents**' then '**Parents Evenings**'

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

Student's Details

First Name	Surname	Date Of Birth	
Ben	Abbot	20	July 2000

Log In

Step 1: Login

Please fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to you.

Please use your child's "preferred" forename as notified to the school

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 >
Open for bookings

Friday, 17th March >
Open for bookings

I'm unable to attend

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*.

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

Next

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.



01:52 Please confirm your appointments within 2 minutes

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
17:30	Mr J Brown	Ben	SENCO	A2
17:50	Miss B Patel	Andrew	Class 10E	H3

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 checked="" type="checkbox"/>	
16:40		<input checked="" type="checkbox"/>	
16:50	<input type="checkbox"/>		<input type="checkbox"/>
17:00	<input type="checkbox"/>		<input 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.

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.

Add Appointment ✕

Confirm appointment with **Miss B Patel** at **16:30**.

Add a message for Miss B Patel:

I would like information on getting the most out of Andrew's homework assignments.

Save

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*.

✓ Your appointments have been saved and an email has been sent confirming your appointments.

Primary School Parents' Evening Thursday, 16th March
 2 appointments from 17:30 to 18:00

Print Amend Bookings

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.

	Teacher	Student	Subject	Room
17:30	Mr J Brown	Ben	SENCO	A2
17:50	Miss B Patel	Andrew	Class 10E	H3

Send Feedback
Sign Out