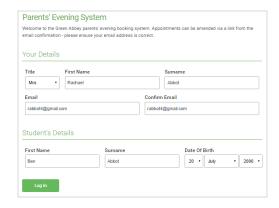




Parents' Guide for Booking Appointments

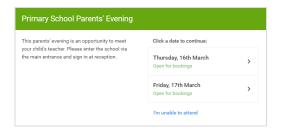
Browse to https://selwoodacademy.parentseveningsystem.co.uk/



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.

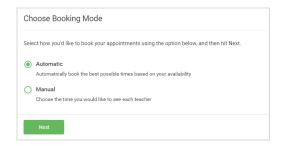
Please use your child's legal names.



Step 2: Select Parents' Evening

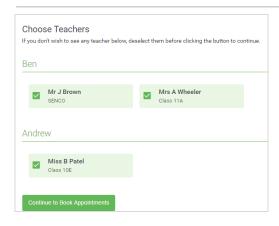
Click on the date you wish to book.

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



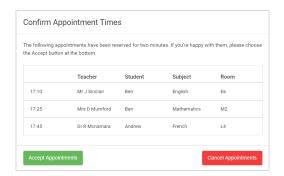
Step 3: Select Booking Mode

Choose a booking mode. We recommend on this occasion you choose **Manual** as you will only need to book an appointment with your child's Tutor. The automatic option would be beneficial when booking subject teacher appointments later in the academic year. Then press *Next*.



Step 4: Choose Teachers

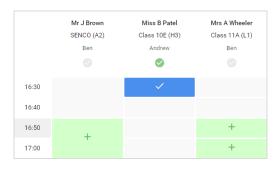
Select the teacher you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name. You will only be offered the chance to book with your child's Tutor on this occasion.



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).



Step 5 (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.



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*.