

Parents' Guide for Booking Appointments

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

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

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

Log In

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.

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 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*.

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 A Wheeler
Class 11A

Andrew

- Miss B Patel
Class 10E

Continue to Book Appointments

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.

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 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*.

| Teacher | Student | Subject | Room |
|---------|---------------|---------|----------------|
| 19:00 | Mr J Brown | Ben | SENCO A2 |
| 19:10 | Mr J Sinclair | Ben | English E6 |
| 19:15 | Mr J Sinclair | Andrew | English E6 |
| 19:20 | Mr J Sinclair | Ben | History H6 |
| 19:25 | Miss P Burton | Andrew | Mathematics M2 |
| 19:30 | Miss J Foster | Andrew | Science S1 |

Step 6: Finished

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