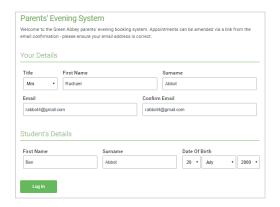


Parents' Guide for Booking Appointments

Browse to https://bewdleyschool.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 preferred forename.

Select the date of the parents' evening for your child to add appointments:

Step 2: Select Parents' Evening

Click on the date you wish to book. Click the green tick to confirm.

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



Step 3: Select Booking Mode

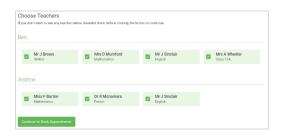
Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

The Bewdley School, Stourport Road, Bewdley, Worcestershire DY12 1BL

Telephone: 01299 403277

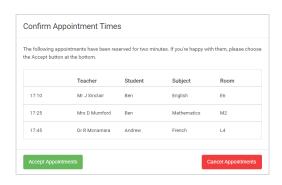
Email: office@bewdley.worcs.sch.uk - Web: www.bewdley.worcs.sch.uk



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 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 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.

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.

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Email: office@bewdley.worcs.sch.uk - Web: www.bewdley.worcs.sch.uk

form:	Year 11 Subject Evening 6 appointments from 1600 to 160				
	⊕ For	🖋 Americ Rookings			
(Racidage					entrance and follow the a main school car park.
		Teacher	Student	Subject	Room
	15:00	Mr.J.Brown	801	96900	AZ SA
	1510	Mr.J Sinclair	Den	Driginh	En
	1515	Mr. J Sinchin	Andrew	English	FG
	15:15 19:20	Mr.J Strobin	Andrew Bus	English Etolory	FG 190
ri Fawtheck					

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.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments." Tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointment by clicking on" Add/Edit/Delete Appointments." There is a link at the bottom of the confirmation email which logs you back into the system.

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