

Parents' Guide for Booking Appointments

Browse to <https://bewdleyschool.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

<small>Title</small>	<small>First Name</small>	<small>Surname</small>
<input type="text" value="Mrs"/>	<input type="text" value="Rachael"/>	<input type="text" value="Abbot"/>
<small>Email</small>	<small>Confirm Email</small>	
<input type="text" value="rabbot4@gmail.com"/>	<input type="text" value="rabbot4@gmail.com"/>	

Student's Details

<small>First Name</small>	<small>Surname</small>	<small>Date Of Birth</small>
<input type="text" value="Ben"/>	<input type="text" value="Abbot"/>	<input type="text" value="20"/> <input type="text" value="July"/> <input type="text" value="2000"/>

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*.

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

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.



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Choose Teachers
If you don't wish to see any teacher below, de-select them before clicking the button to continue

Ben

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs D Mumford Mathematics	<input checked="" type="checkbox"/> Mr J Sinclair English	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Andrew

<input checked="" type="checkbox"/> Miss F Burton Mathematics	<input checked="" type="checkbox"/> Dr R Mcnamara French	<input checked="" type="checkbox"/> Mr J Sinclair English
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[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.

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
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
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.

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.

Head Teacher Dave Hadley-Pryce BSc MSc FRSA

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

Telephone: 01299 403277

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



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Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	English	22
15:10	Mr J Brown	Ben	English	23
15:15	Mr J Brown	Andrew	English	25
15:20	Mr J Brown	Ben	English	19
15:25	Miss F Stone	Andrew	Mathematics	20
15:30	Miss F Stone	Andrew	Mathematics	21

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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