



Parents' Evening Booking System



Parents' Manual



- How do I login?
- How do I make appointments?
- Giving teachers a 'heads up'
- Making bookings for my other children
- Printing or e-mailing my schedule

Help videos which explain all of the above topics are available on our Website here: <http://parents-booking.com/instructions-for-parents/>

How do I login?

1. Go to www.parents-booking.co.uk/<nameofschool> (this will be provided by the school)

2. Next, login using your vital information.

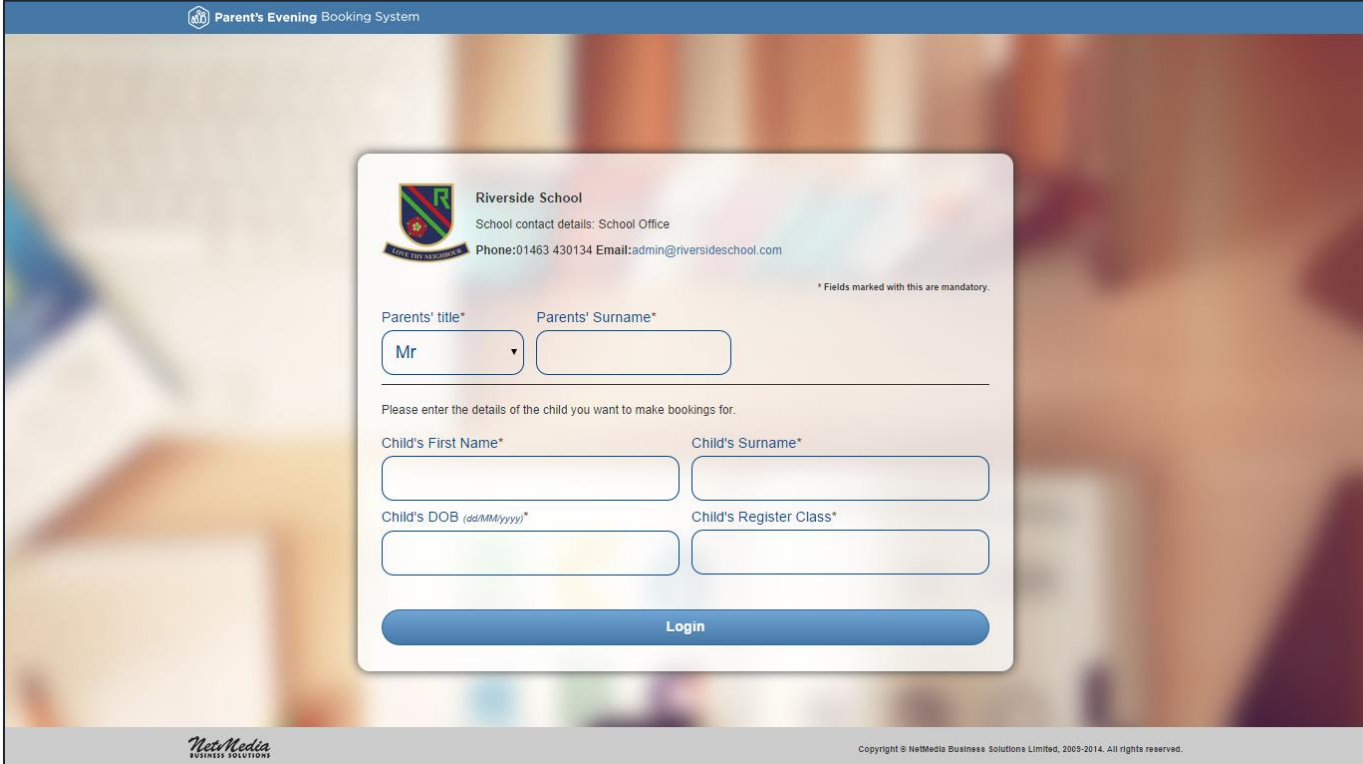
Example login:

Mr Barry
(e-mail, address)

Calum Macleod

21/03/2001

3S



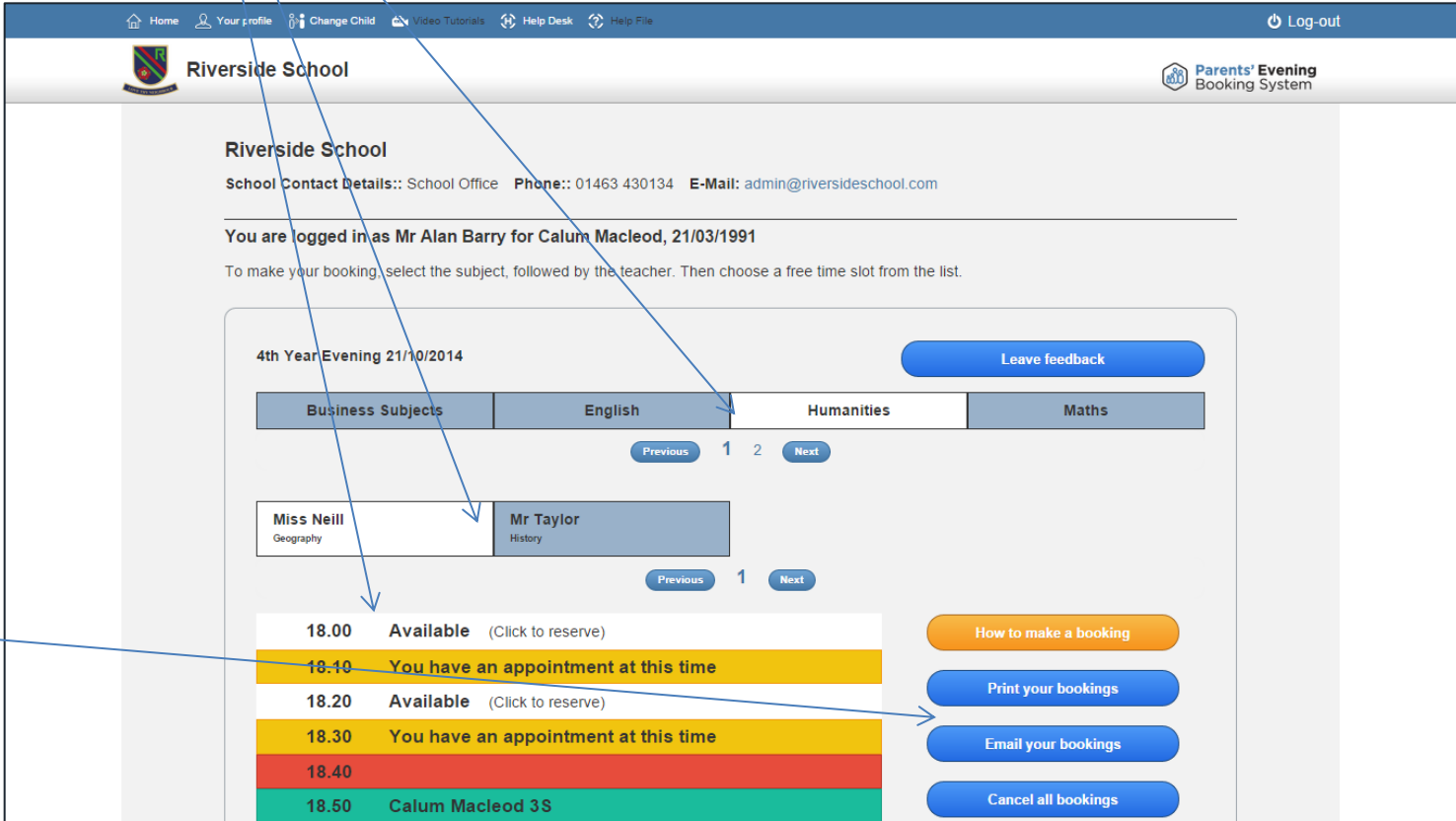
The screenshot shows the login interface for the Parents' Evening Booking System. At the top, it says "Parent's Evening Booking System". The main content area is for "Riverside School", with contact details: "School contact details: School Office", "Phone: 01463 430134", and "Email: admin@riversideschool.com". A note states "* Fields marked with this are mandatory." The form includes fields for "Parents' title*" (a dropdown menu with "Mr" selected), "Parents' Surname*", "Child's First Name*", "Child's Surname*", "Child's DOB (dd/MM/yyyy)*", and "Child's Register Class*". A blue "Login" button is at the bottom of the form. The footer contains the "NetMedia BUSINESS SOLUTIONS" logo and the copyright notice "Copyright © NetMedia Business Solutions Limited, 2009-2014. All rights reserved."

How do I make appointments?

1. Select the correct subject
2. Select the correct teacher
3. Click on an 'Available' time

Simply repeat
The process
for each
appointment.

Once bookings
have all been
made, parents
print off their
schedule or
e-mail it to
themselves.



Home Your profile Change Child Video Tutorials Help Desk Help File Log-out

Riverside School

Riverside School
School Contact Details:: School Office Phone:: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr Alan Barry for Calum Macleod, 21/03/1991

To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.

4th Year Evening 21/10/2014 [Leave feedback](#)

Business Subjects	English	Humanities	Maths
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Previous 1 2 Next

Miss Neill Geography	Mr Taylor History
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Previous 1 Next

18.00	Available (Click to reserve)
18.10	You have an appointment at this time
18.20	Available (Click to reserve)
18.30	You have an appointment at this time
18.40	
18.50	Calum Macleod 3S

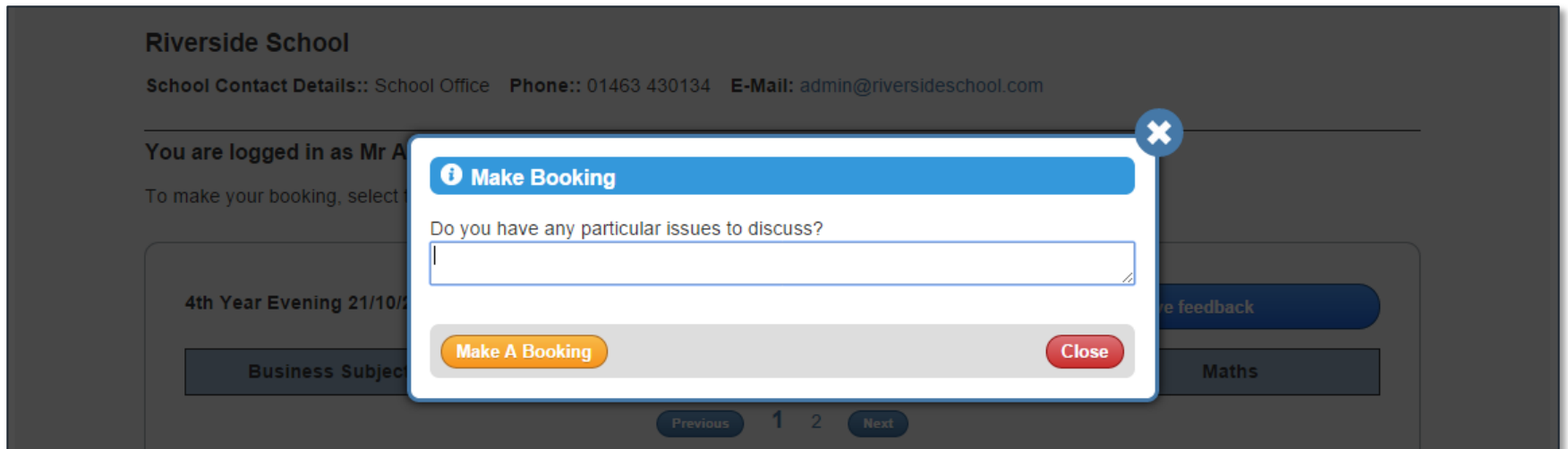
[How to make a booking](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)

- Parents can make a comment with each of their appointments.
- These comments are seen by teachers in advance of the appointment.
- The purpose is so that parents identify discussion topics in advance and teachers are able to be better prepared for these.



Riverside School
School Contact Details:: School Office Phone:: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr A

To make your booking, select

4th Year Evening 21/10/2024

Business Subject

Feedback

Maths

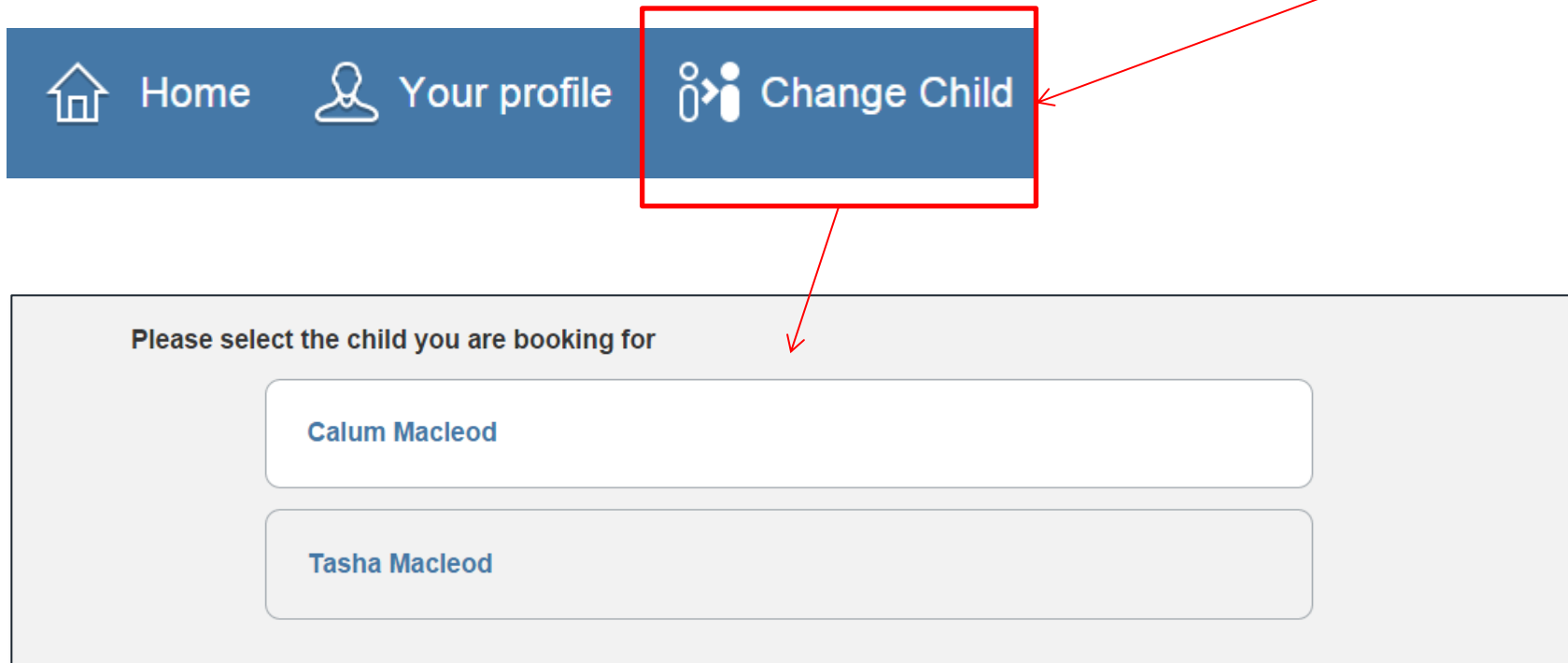
Previous 1 2 Next

Make Booking

Do you have any particular issues to discuss?

Make A Booking Close

Parents can toggle between their children without having to log out and back in, using the blue navigation bar at the top of the page.



The image shows a blue navigation bar at the top with three items: 'Home' with a house icon, 'Your profile' with a person icon, and 'Change Child' with a person icon and a right-pointing arrow. The 'Change Child' item is highlighted with a red box. A red arrow points from the 'Change Child' button to a dropdown menu below. The dropdown menu has a light gray background and contains the text 'Please select the child you are booking for' followed by two options: 'Calum Macleod' and 'Tasha Macleod', each in a rounded rectangular button.

Home Your profile **Change Child**

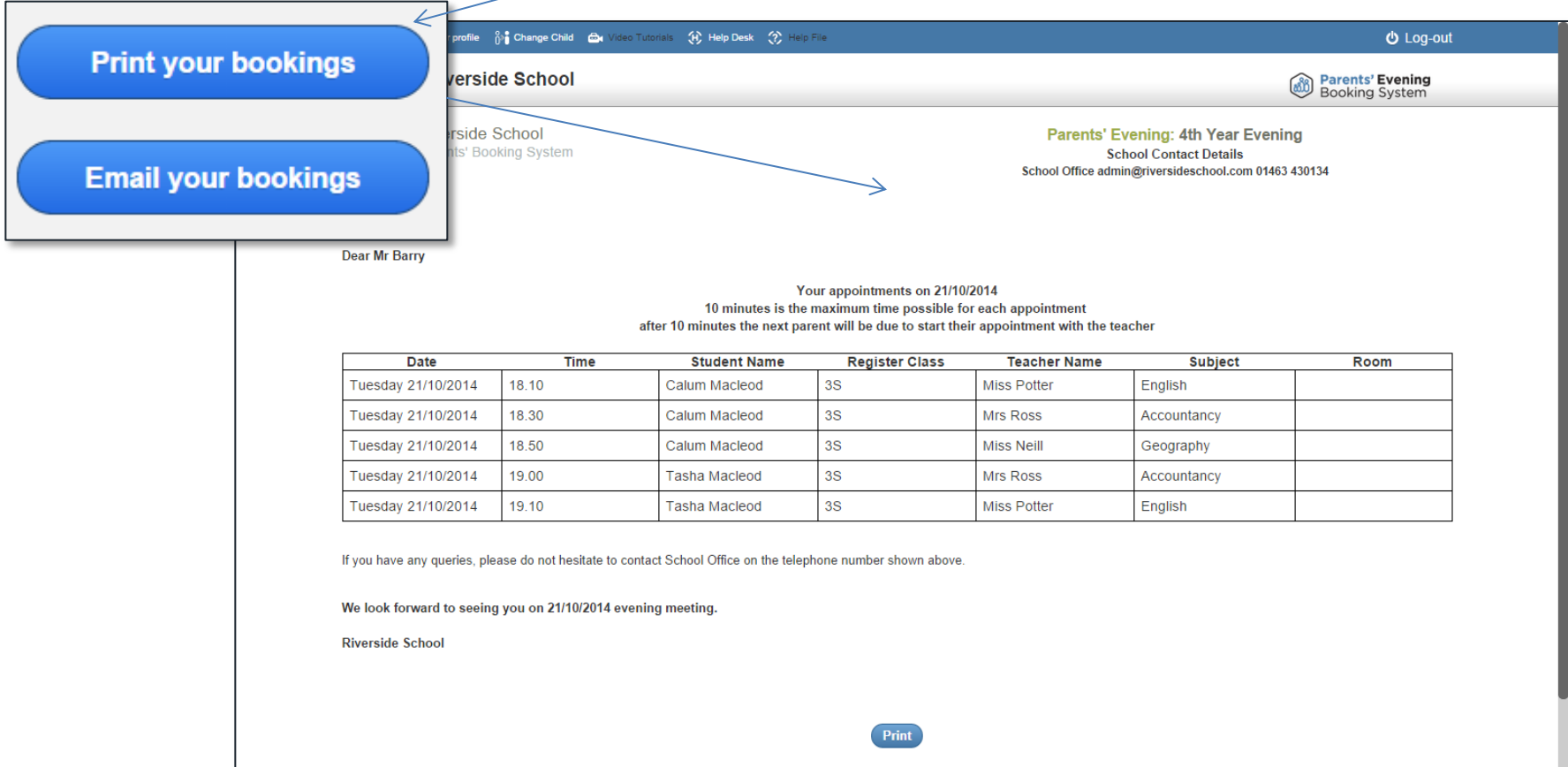
Please select the child you are booking for

Calum Macleod

Tasha Macleod

Making a booking for another of my children

Parents print or e-mail their schedule (using the controls to the right of the booking table) and take it along on the night.



The screenshot shows the Parents' Evening Booking System interface. At the top, there is a navigation bar with links for 'profile', 'Change Child', 'Video Tutorials', 'Help Desk', 'Help File', and 'Log-out'. Below this, the school name 'Riverside School' is displayed. A callout box on the left contains two blue buttons: 'Print your bookings' and 'Email your bookings'. Arrows point from these buttons to the corresponding controls on the right side of the booking table. The main content area displays the school name, the event title 'Parents' Evening: 4th Year Evening', and school contact details. Below this, a message reads 'Dear Mr Barry' followed by 'Your appointments on 21/10/2014' and a note that '10 minutes is the maximum time possible for each appointment after 10 minutes the next parent will be due to start their appointment with the teacher'. A table lists the appointments with columns for Date, Time, Student Name, Register Class, Teacher Name, Subject, and Room. At the bottom, there is a 'Print' button.

Print your bookings

Email your bookings

profile Change Child Video Tutorials Help Desk Help File Log-out

Riverside School

Riverside School
Parents' Evening Booking System

Parents' Evening: 4th Year Evening
School Contact Details
School Office admin@riversideschool.com 01463 430134

Dear Mr Barry

Your appointments on 21/10/2014
10 minutes is the maximum time possible for each appointment
after 10 minutes the next parent will be due to start their appointment with the teacher

Date	Time	Student Name	Register Class	Teacher Name	Subject	Room
Tuesday 21/10/2014	18.10	Calum Macleod	3S	Miss Potter	English	
Tuesday 21/10/2014	18.30	Calum Macleod	3S	Mrs Ross	Accountancy	
Tuesday 21/10/2014	18.50	Calum Macleod	3S	Miss Neill	Geography	
Tuesday 21/10/2014	19.00	Tasha Macleod	3S	Mrs Ross	Accountancy	
Tuesday 21/10/2014	19.10	Tasha Macleod	3S	Miss Potter	English	

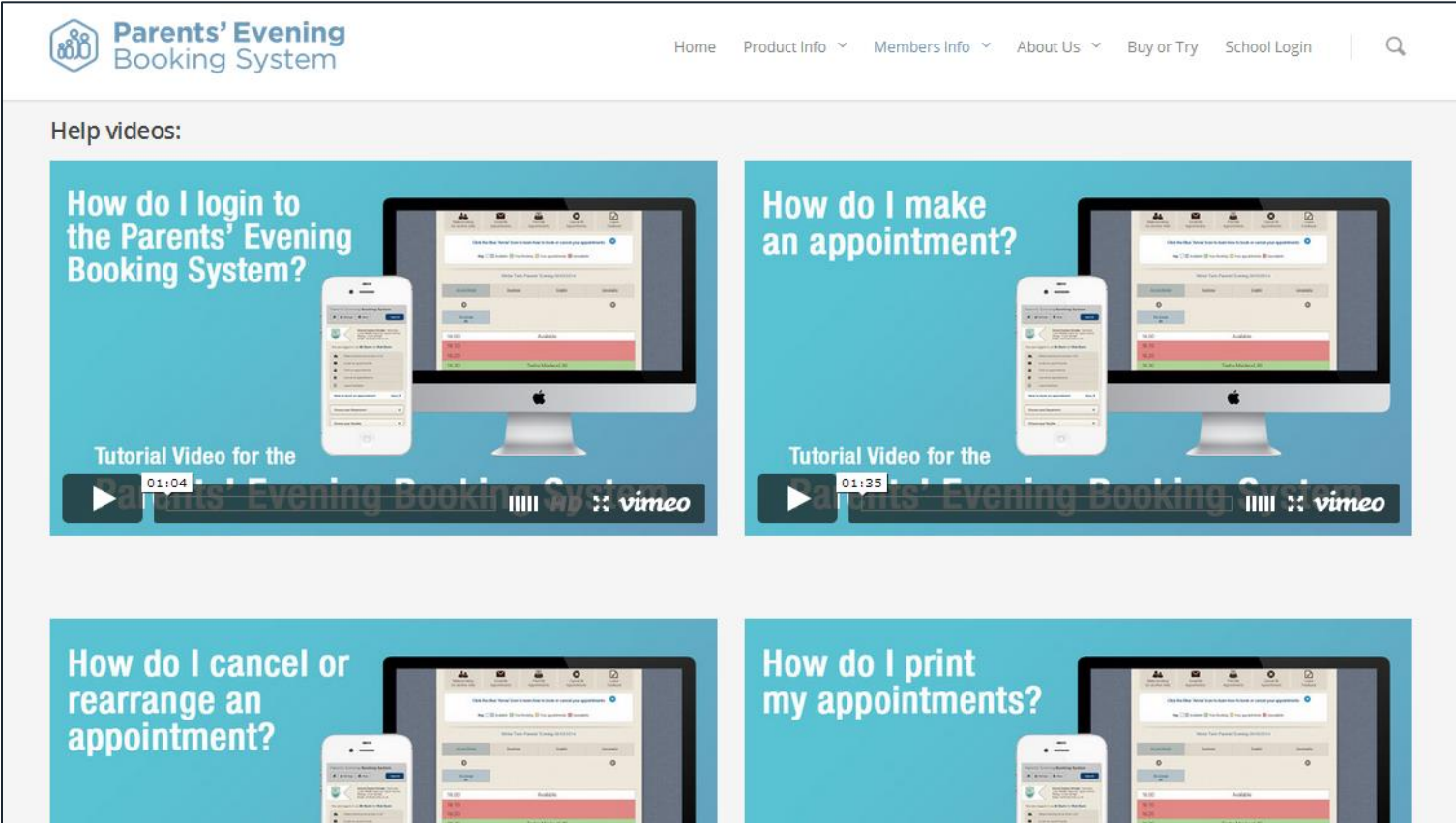
If you have any queries, please do not hesitate to contact School Office on the telephone number shown above.

We look forward to seeing you on 21/10/2014 evening meeting.

Riverside School

Print

Help videos which explain how parents use the software are available on our Website, here: <http://parents-booking.com/instructions-for-parents/>



The screenshot shows the website's navigation bar with the logo and menu items: Home, Product Info, Members Info, About Us, Buy or Try, and School Login. Below the navigation bar, the 'Help videos:' section features four video thumbnails. Each thumbnail displays a mobile phone and a desktop monitor showing the software interface. The first two thumbnails are visible in detail:

- How do I login to the Parents' Evening Booking System?** Tutorial Video for the Parents' Evening Booking System. Duration: 01:04.
- How do I make an appointment?** Tutorial Video for the Parents' Evening Booking System. Duration: 01:35.

The remaining two thumbnails are partially visible and show:

- How do I cancel or rearrange an appointment?**
- How do I print my appointments?**