



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.

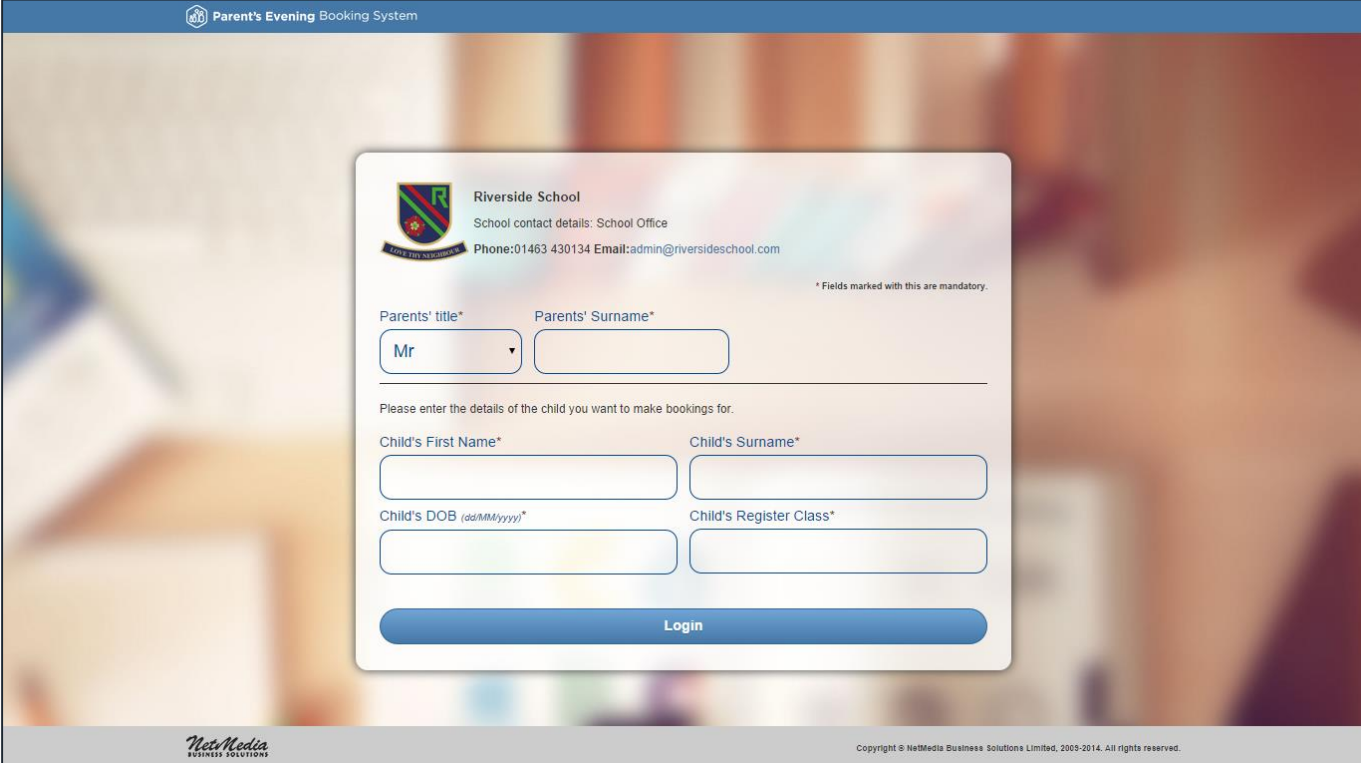
Example login:

Mr Barry
(e-mail, address)

Calum Macleod

21/03/2001

3S



The screenshot shows the login interface for the Parents' Evening Booking System at Riverside School. The page header includes the system name and a school crest. The login form contains the following fields and information:

- School Information:** Riverside School, School contact details: School Office, Phone: 01463 430134, Email: admin@riversideschool.com.
- Parents' Details:** Parents' title* (dropdown menu with 'Mr' selected), Parents' Surname* (text input).
- Child's Details:** Child's First Name* (text input), Child's Surname* (text input), Child's DOB (dd/MM/yyyy)* (text input), Child's Register Class* (text input).
- Buttons:** A blue 'Login' button at the bottom of the form.
- Footnote:** * Fields marked with this are mandatory.

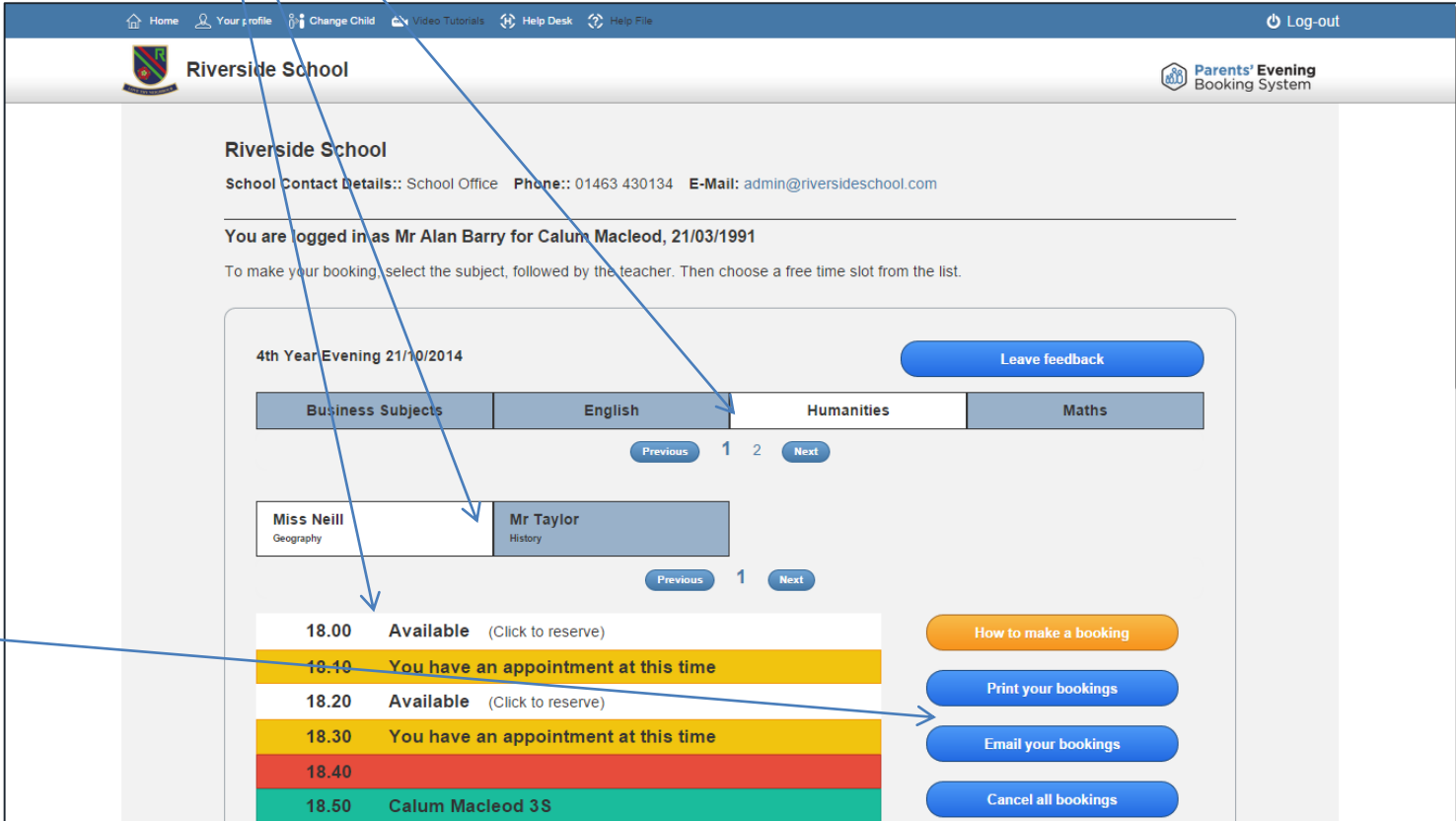
At the bottom of the page, there is a 'NetMedia BUSINESS SOLUTIONS' logo on the left and a copyright notice: 'Copyright © NetMedia Business Solutions Limited, 2009-2014. All rights reserved.' on the right.

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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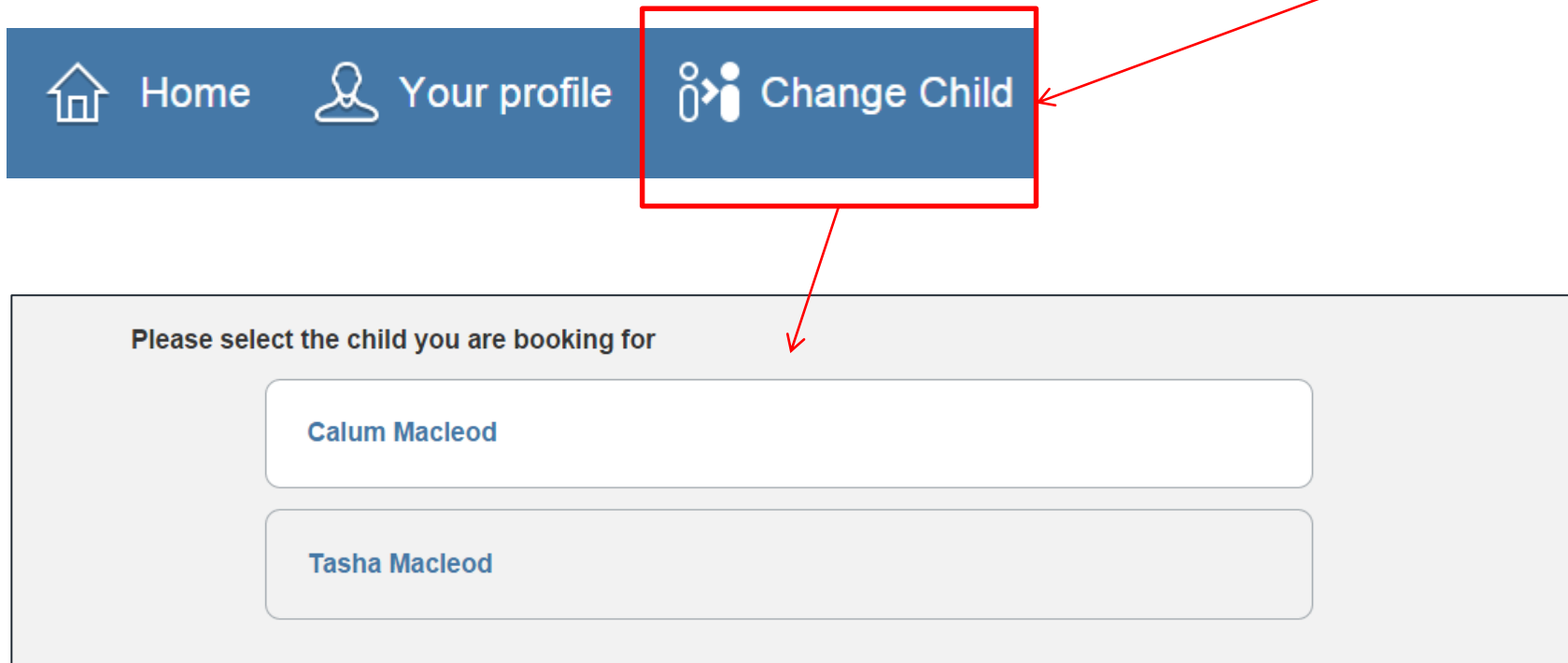
Miss Neill Geography	Mr Taylor History
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18.00	Available (Click to reserve)
18.10	You have an appointment at this time
18.20	Available (Click to reserve)
18.30	You have an appointment at this time
18.40	
18.50	Calum Macleod 3S

[How to make a booking](#)
[Print your bookings](#)
[Email your bookings](#)
[Cancel all bookings](#)

Parents can 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, and a red arrow points from it 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 rounded rectangular buttons: 'Calum Macleod' and 'Tasha Macleod'.

Home Your profile **Change Child**

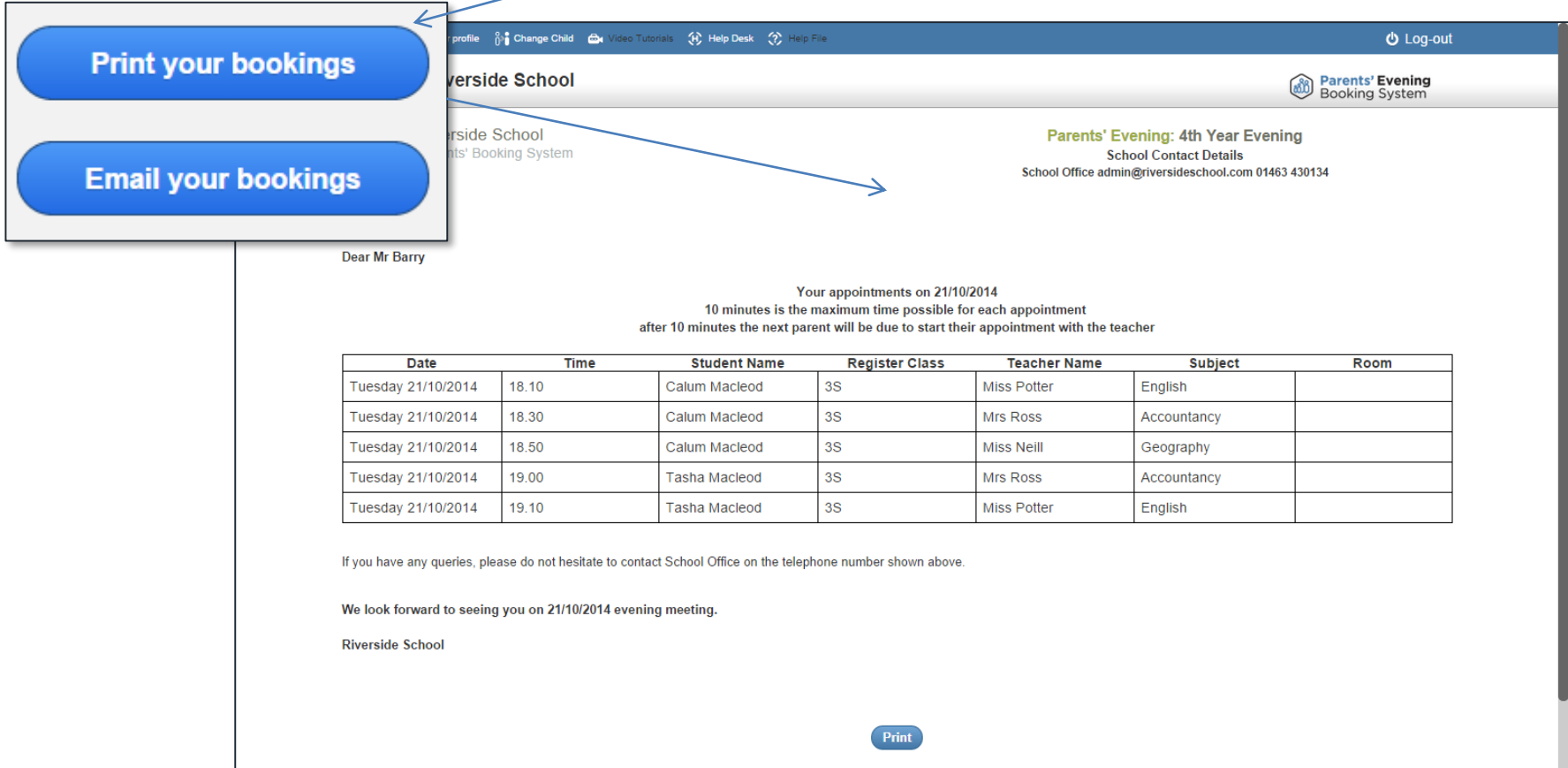
Please select the child you are booking for

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 interface. The main content area displays 'Parents' Evening: 4th Year Evening' and 'School Contact Details' with the email 'admin@riversideschool.com' and phone number '01463 430134'. Below this, a message reads 'Dear Mr Barry' and 'Your appointments on 21/10/2014' followed by 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

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	

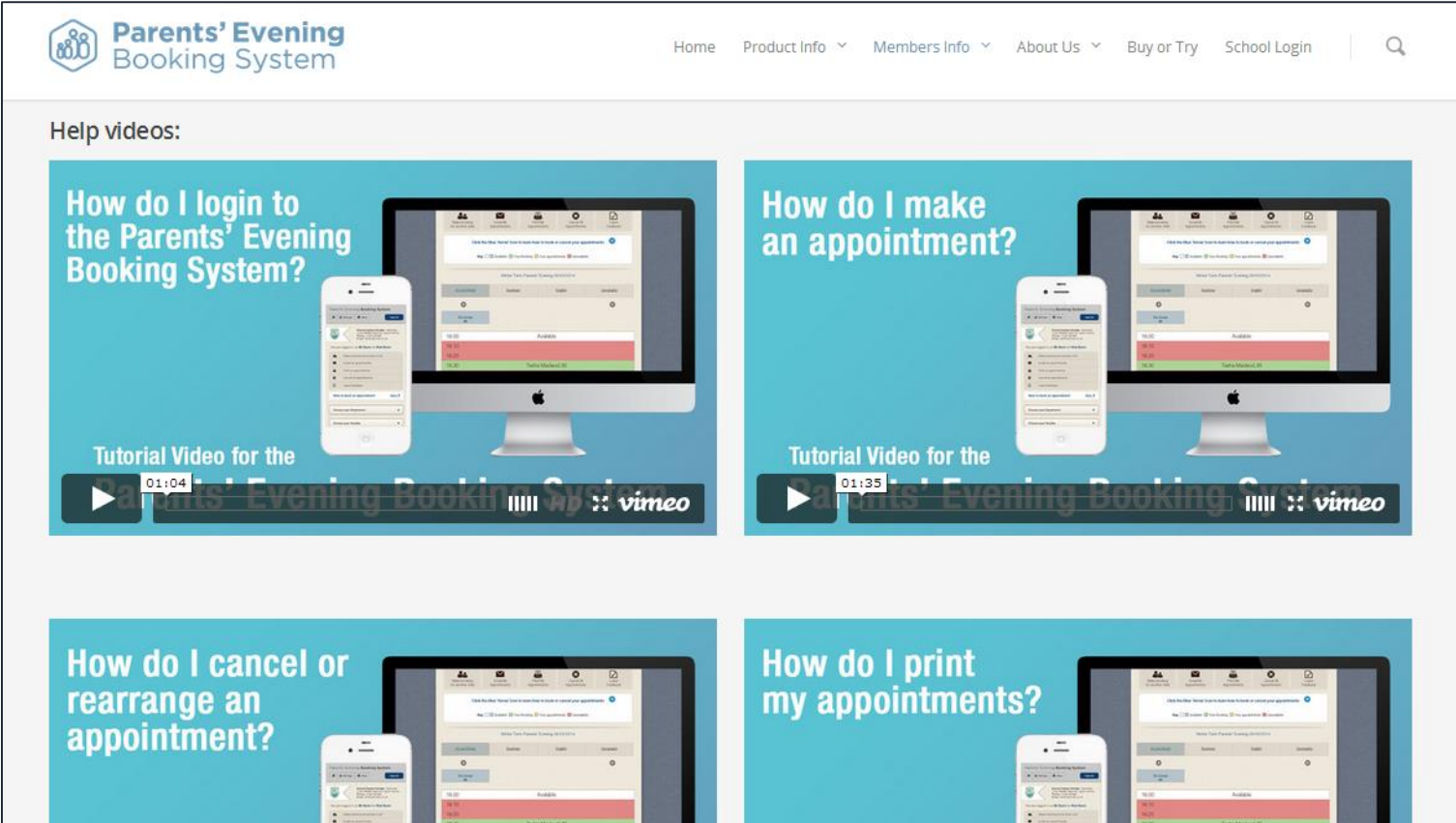
If you have any queries, please do not hesitate to contact School Office on the telephone number shown above.

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 links for 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 includes a title, a visual of a smartphone and a computer monitor displaying the booking system interface, and a video player control bar with a play button, a progress indicator, and the Vimeo logo.

Parents' Evening Booking System

Home Product Info Members Info About Us Buy or Try School Login

Help videos:

How do I login to the Parents' Evening Booking System?

Tutorial Video for the Parents' Evening Booking System 01:04

How do I make an appointment?

Tutorial Video for the Parents' Evening Booking System 01:35

How do I cancel or rearrange an appointment?

How do I print my appointments?