



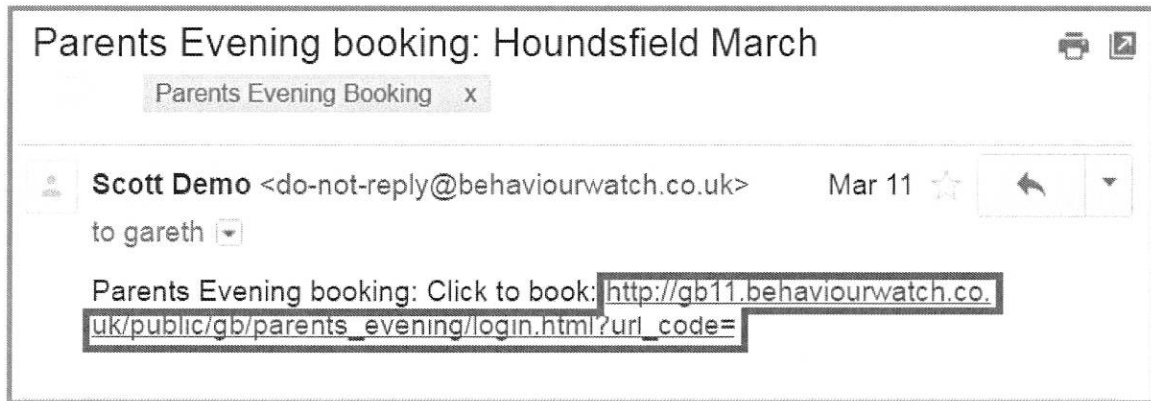
ParentsEvening

User Manual For Parents

Computer Version

This user manual is to instruct you on the process you need to follow to book your child in for parents evening on the computer.

First, you will receive a unique web link via email as shown in the image below. You cannot reply to this email.



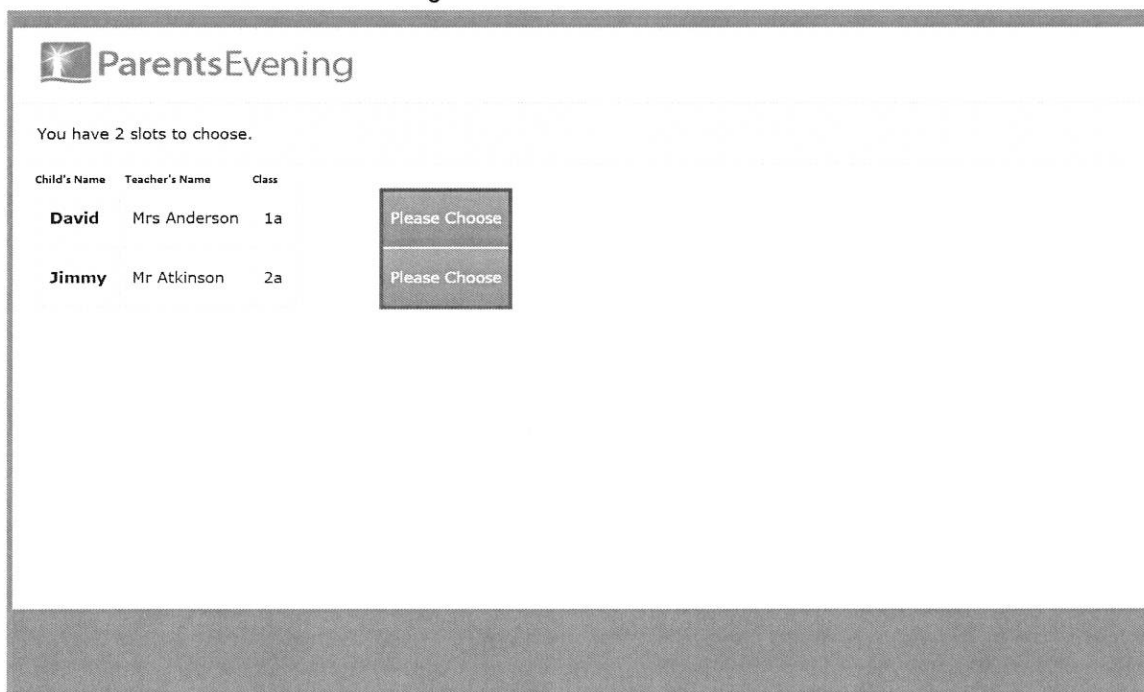
Do not be alarmed by the words 'behaviourwatch' in the web link. It is simply the program your school is using in order to make these appointments available.

Click the link to open a web page asking for your child's first name. If you have more than one child in the school then you can enter any of their names to start booking all of their appointments. This is the only login information you need.

Enter your child's name and click 'Confirm'.



Once you have entered your child's name, the window will tell you how many slots you have to choose. Beneath this you will your children next to their teacher's name and classes. Click on 'Please Choose' to start booking.



ParentsEvening

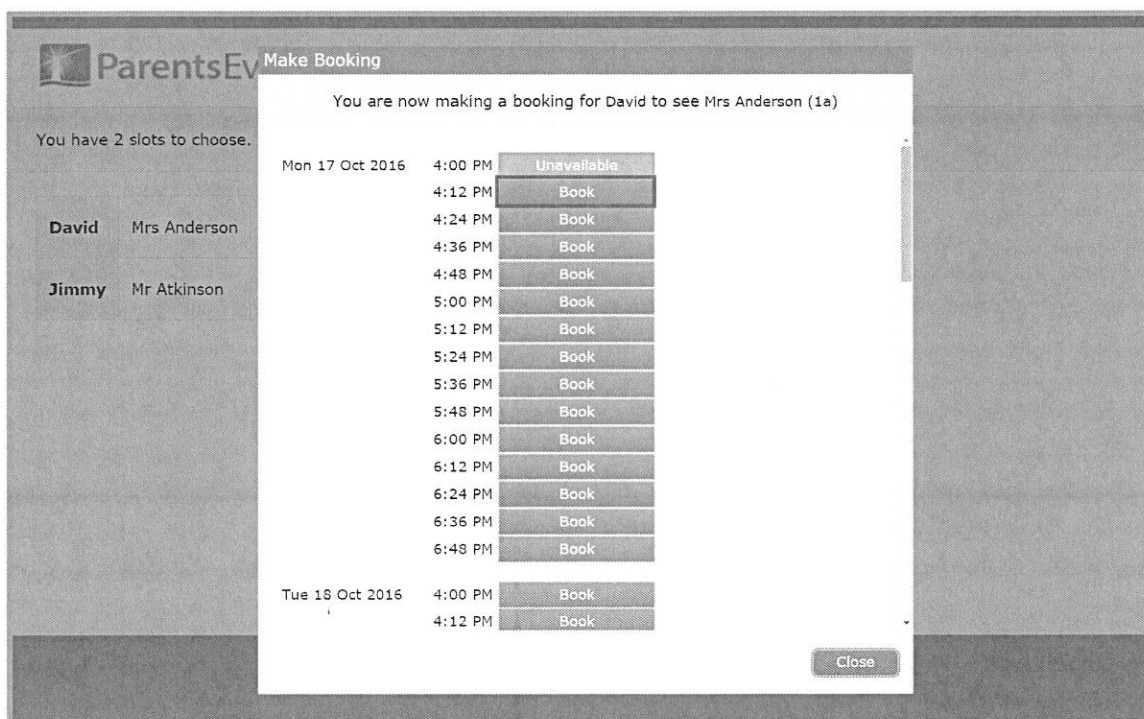
You have 2 slots to choose.

Child's Name	Teacher's Name	Class
David	Mrs Anderson	1a
Jimmy	Mr Atkinson	2a

Please Choose

Please Choose

The next screen shows where you can book to see the teacher with a list of dates and times with a blue 'Book' button beside them. When a slot is 'Unavailable,' it simply means someone else has booked that time. Find the available time and date you want and click on 'Book'.



ParentsEvening Make Booking

You are now making a booking for David to see Mrs Anderson (1a)

You have 2 slots to choose.

Child's Name	Teacher's Name
David	Mrs Anderson
Jimmy	Mr Atkinson

Date	Time	Action
Mon 17 Oct 2016	4:00 PM	Unavailable
	4:12 PM	Book
	4:24 PM	Book
	4:36 PM	Book
	4:48 PM	Book
	5:00 PM	Book
	5:12 PM	Book
	5:24 PM	Book
	5:36 PM	Book
	5:48 PM	Book
	6:00 PM	Book
	6:12 PM	Book
	6:24 PM	Book
	6:36 PM	Book
Tue 18 Oct 2016	4:00 PM	Book
	4:12 PM	Book

Close

Once you have selected a time you will be able to add some notes. You can type as much as you want in this box and it will be seen by the teacher. You then need to click 'Book this slot' to confirm it or 'Cancel' if you wish to go back and select a different time.

ParentsEvening Make Booking

You are now making a booking for David to see Mrs Anderson (1a)

You have 2 slots to choose.

Student	Teacher	Date	Time	Action
David	Mrs Anderson	Mon 17 Oct 2016	4:00 PM	Unavailable
			4:12 PM	Book
			4:24 PM	Book
			4:36 PM	Book
Jimmy	Mr At			

Book Slot

You are going to book a slot for **David** with **Mrs Anderson (1a)** on **Mon 17 Oct 2016** at **4:12 PM**

Please add any notes you would like Mrs Anderson to see:

Book this slot **Cancel**

Close

Once you have booked your appointments, you will see the selected times and dates in green where it used to say 'Please Choose.'

ParentsEvening

You have 1 slot to choose.

Student Name	Teachers Name	Class	Booked
			3:40 PM

To unbook a slot you need to click your link again and re-enter your child's name to return to the page with the times and dates you have booked in. Click on the time you wish to unbook.

 **ParentsEvening**

You have 0 slots to choose.

David	Mrs Anderson	1a	Booked 4:12 PM
Jimmy	Mr Atkinson	2a	Booked 4:36 PM

This will take you back to a page listing the dates and time. Click on the button that currently says 'Booked' in green.

 **ParentsEvening** **Make Booking**

You are now making a booking for David to see Mrs Anderson (1a)

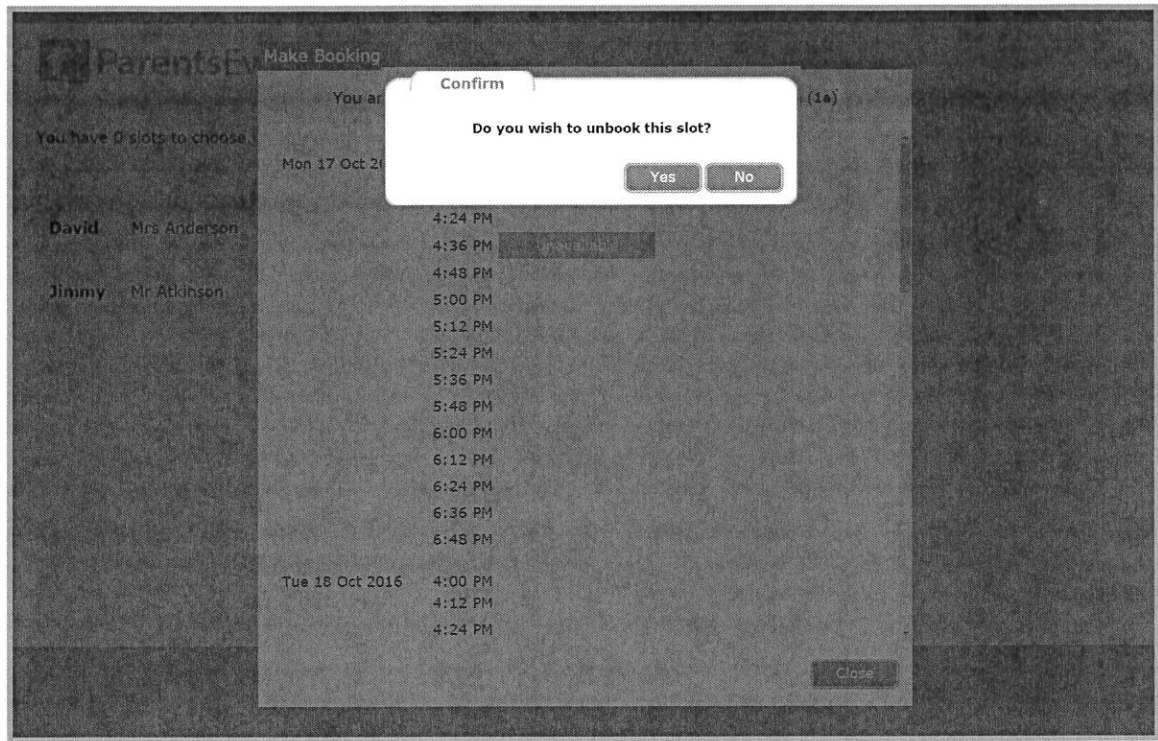
You have 0 slots to choose.

David	Mrs Anderson
Jimmy	Mr Atkinson

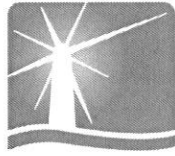
Mon 17 Oct 2016	4:00 PM	Unavailable
	4:12 PM	Booked
	4:24 PM	
	4:36 PM	Unavailable
	4:48 PM	
	5:00 PM	
	5:12 PM	
	5:24 PM	
	5:36 PM	
	5:48 PM	
	6:00 PM	
	6:12 PM	
	6:24 PM	
	6:36 PM	
	6:48 PM	
Tue 18 Oct 2016	4:00 PM	
	4:12 PM	
	4:24 PM	

Close

A pop-up will appear asking if you want to unbook the slot. Click 'Yes' to unbook or 'No' to cancel.



Once you have unbooked your slot, follow the steps in this guide to book a new slot.



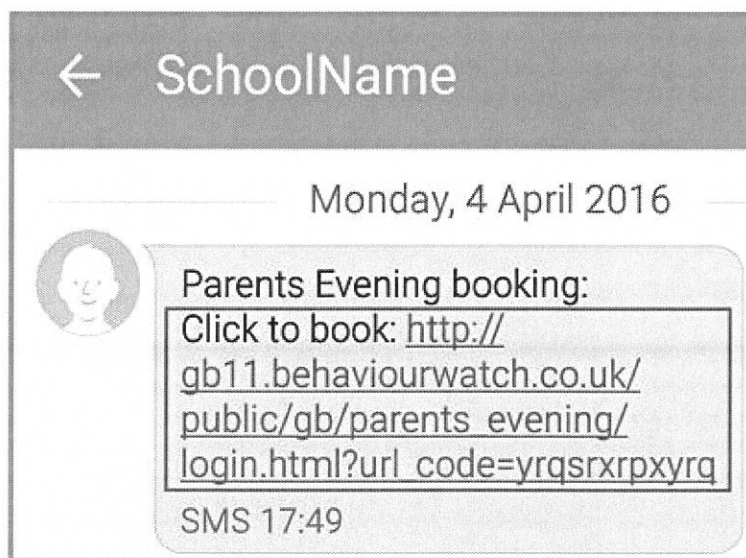
ParentsEvening

User Manual For Parents

Mobile Version

This user manual is to instruct you on the process you need to follow to book your child in for parents evening on your mobile phone.

First, you will receive a unique web link via text and/or email as shown in the image below. You cannot reply to this message.



Do not be alarmed by the words 'behaviourwatch' in the web link. It is simply the program your school is using in order to make these appointments available.

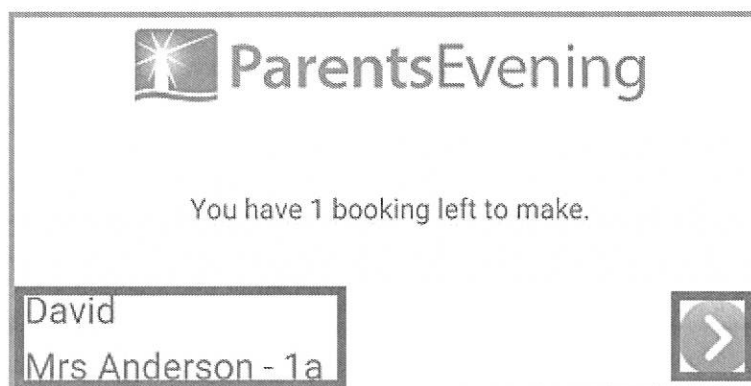
Click the link to open a web page asking for your child's first name. If you have more than one child in the school then you can enter any of their names to start booking all of their appointments. This is the only login information you need.

Enter your child's name and click 'Confirm'.



The image shows a login window for the 'ParentsEvening Online Booking System'. At the top is a logo featuring a stylized sun or starburst above a wavy line. Below the logo, the text 'ParentsEvening' is displayed in a large, bold, sans-serif font, with 'Online Booking System' in a smaller font underneath. A text input field is present with the placeholder text 'First Name'. Above the input field, the instruction 'Please enter your child's first name' is written. Below the input field is a dark grey button with the word 'Continue' in white text.

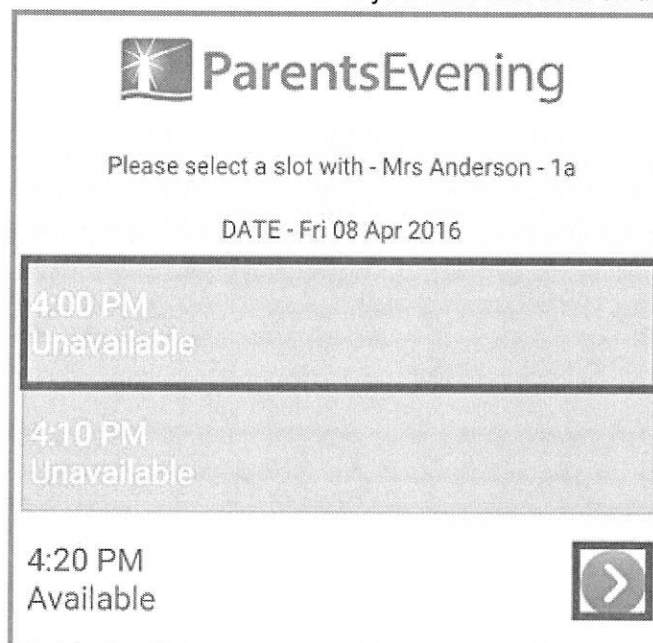
Once you have entered your child's name, the window will tell you how many slots you have to choose. Beneath this you will see all appointments that you need to book in for with your child's name, teacher's name and their class. Click on the blue arrow to the right of each appointment to start booking.



The image shows a confirmation window for the 'ParentsEvening Online Booking System'. At the top is the same logo as the previous screen. Below the logo, the text 'ParentsEvening' is displayed in a large, bold, sans-serif font. Underneath, the message 'You have 1 booking left to make.' is centered. At the bottom, there is a table with two rows of information. The first row contains 'David' and 'Mrs Anderson - 1a'. To the right of the table is a blue square button with a white right-pointing arrow.

David	
Mrs Anderson - 1a	

The next screen shows where you can book to see the teacher with a list of dates and times with a blue arrow beside them. When a slot is 'Unavailable,' it simply means someone else has booked that time. Find the available time and date you want and click on the arrow.



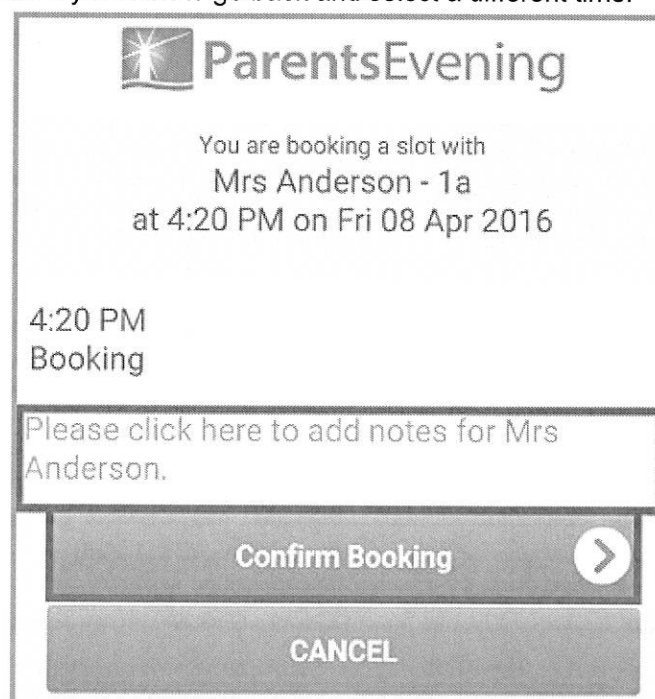
 **ParentsEvening**

Please select a slot with - Mrs Anderson - 1a

DATE - Fri 08 Apr 2016

4:00 PM Unavailable	
4:10 PM Unavailable	
4:20 PM Available	

Once you have selected a time you will be able to add some notes. You can type as much as you want in this box and it will be seen by the teacher. You then need to click 'Confirm Booking' to confirm it or 'Cancel' if you wish to go back and select a different time.



 **ParentsEvening**

You are booking a slot with
Mrs Anderson - 1a
at 4:20 PM on Fri 08 Apr 2016

4:20 PM
Booking

Please click here to add notes for Mrs Anderson.

Confirm Booking 

CANCEL

Once you have booked your appointments, you will see the selected times and dates in green.

 **ParentsEvening**

You have 0 bookings left to make.

David

Mrs Anderson - 1a

Fri 08 Apr 2016 4:20 PM

To unbook a slot, you need to click your link again and re-enter your child's name to return to the page with the times and dates you have booked in. Click on the blue arrow on the right of the appointment you wish to change.

 **ParentsEvening**

You have 0 bookings left to make.

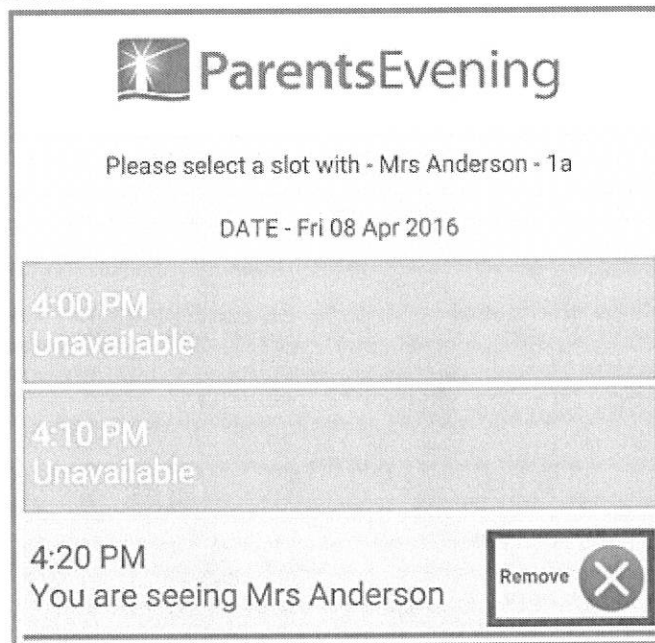
David

Mrs Anderson - 1a

Fri 08 Apr 2016 4:20 PM

This will take you to the list of dates and times and the appointment you booked previously will have the option to remove it.



 **ParentsEvening**

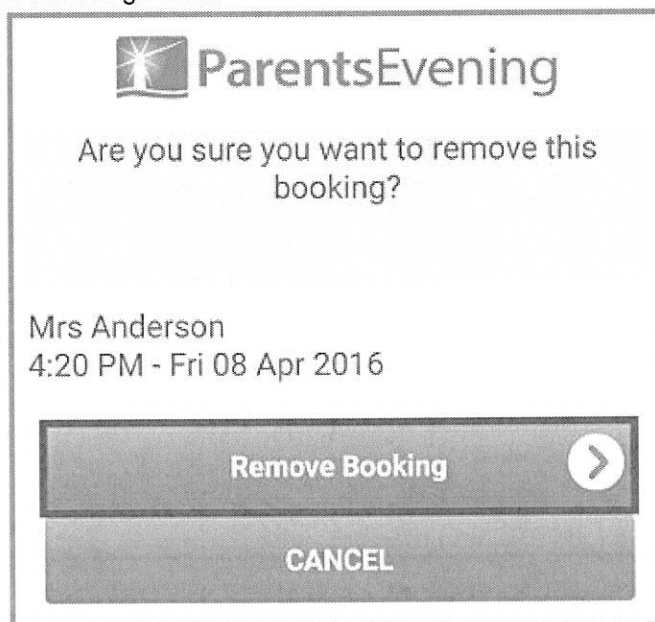
Please select a slot with - Mrs Anderson - 1a

DATE - Fri 08 Apr 2016

4:00 PM Unavailable
4:10 PM Unavailable
4:20 PM You are seeing Mrs Anderson

Remove 

Click 'Remove' to be taken to a page with the option to 'Remove Booking.' Click this to unbook or click 'Cancel' if you want to go back.



 **ParentsEvening**

Are you sure you want to remove this booking?

Mrs Anderson
4:20 PM - Fri 08 Apr 2016

Remove Booking 

CANCEL

Once you have unbooked your slot, follow the steps in this guide to book a new slot.