

Parents' Guide for Booking Appointments

Browse to <https://SaintCecilias.parentseveningsystem.co.uk/>

Step 1: Login

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

Title: Mr [v] First Name: John Surname: Smith

Email Address: john.smith@gmail.com Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah Surname: Smith DoB dd/mm/yyyy: 26/11/2005

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Step 2: Select Parents' Evening

Select a parents' evening to add appointments:

Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Click the green tick to select the parents' evening you want to make appointments for.

Step 3: Choose Teachers

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mmandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Step 4: Book Appointments

Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

Step 5: Finished

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

The screenshot shows a web interface for viewing appointments. At the top, there are tabs for 'Home' and 'Appointments'. On the left, there is a sidebar with a 'Print Appointments' icon and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main area is titled 'Your Appointments' and displays a vertical list of time slots from 16:00 to 17:25. Several slots are highlighted in red and contain text: 'Mr A Pinkney - Geography (H5)' at 16:20, 'Mr J Atkinson - English (E5)' at 16:30, 'Mr A Gray - French (L2)' at 16:40, 'Mr K Jacobs - History (H6)' at 16:50, and 'Mrs L Vernon - Mathematics (M4)' at 17:00. To the right of the table, there is a 'Parents' Evening' notice and a date field showing 'Date: 24/01/2013'. At the bottom right of the appointment list, there is a link that says 'Add/Edit/Delete' with a pencil icon.

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 appointments 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.