



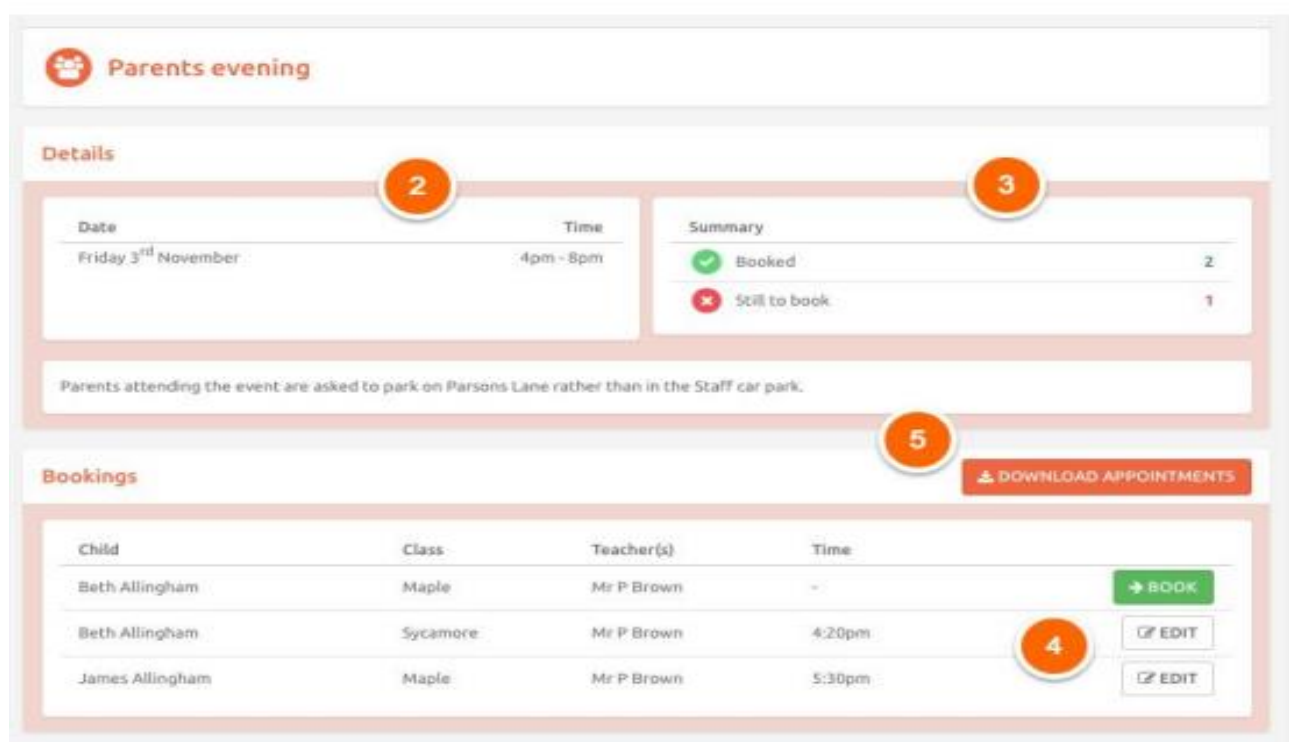
## Parents Consultation Booking Guide

### Booking via the Desktop

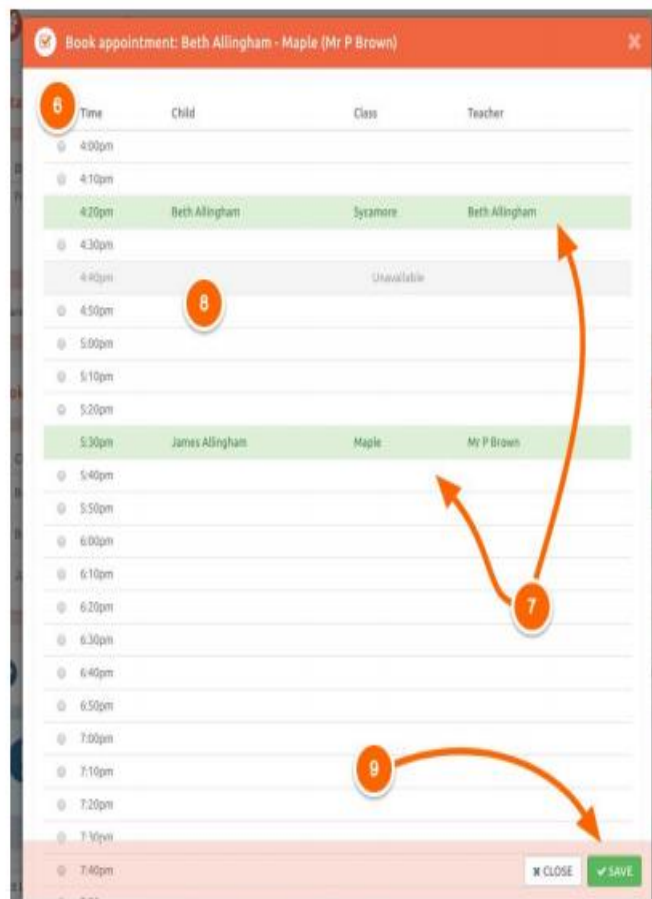
Once a Parents Evening has been created, it will appear on your screen within a pink box. Click on the title of the event (1) to continue.



On the following screen, view details about the event (2). A summary of the bookings you have made for this event will appear on the right of the screen (3). Buttons on the right hand side of each child's name will give you the opportunity to book a new appointment or to edit an existing appointment (4). You can also download/print a list of your appointments (5).



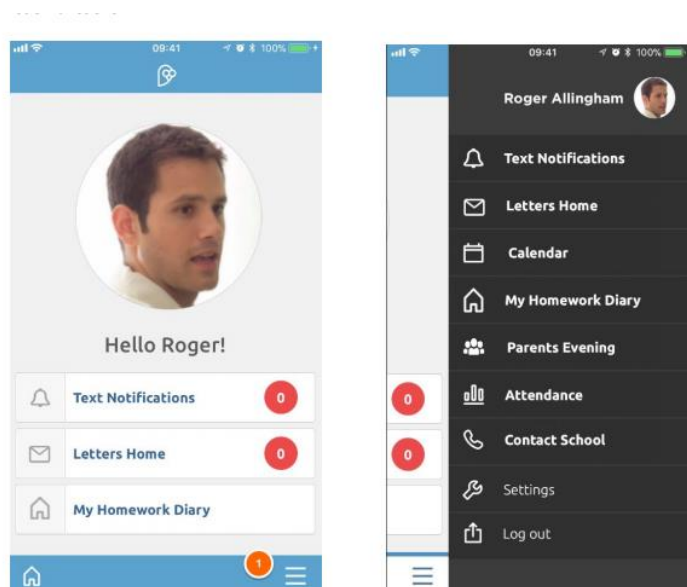
Click on a 'Book' or 'Edit' button will display the available appointments for you to choose from.



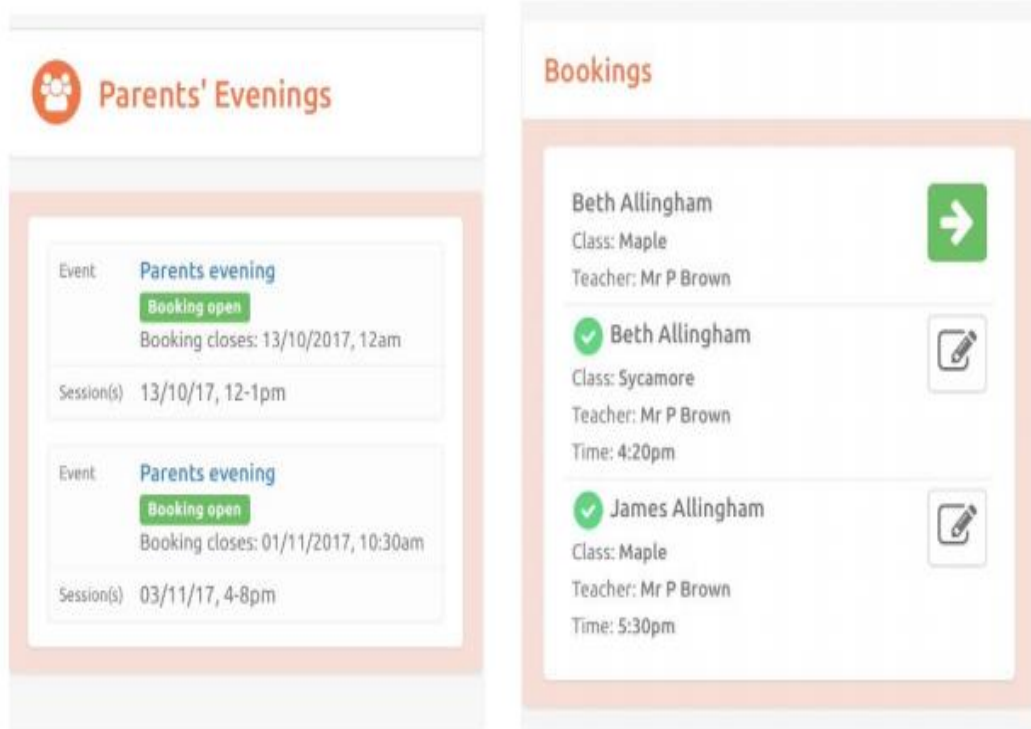
Available appointments are listed in white (6), selected the desired appointment slot by clicking on the circle next to it. Appointment that you have already booked will display in green (7), whereas appointment taken by the parents will display in grey (8). Ensure you click the 'Save' button at the bottom of this pop up window (9) to confirm your booking.

## Booking via the APP

Login to the app and tap the menu in the bottom right corner (1), then select Parents Evening from the list functions.



From there it works in exactly the same as the desktop version: select the event, then click on the green 'Book' button or the edit button on the right of each child's name.



Select your desired appointment from the proceeding list, and click the green tick to confirm your choice.

