

Using the Parents' Evening Booking System

Go to this web address:

<https://bradonforest.parentseveningsystem.co.uk/>

1. Enter your details in the Parents' Evening booking system log in screen – Priority 1 and 2 parents/carers can access the system using the email address they have supplied to the school.

The Parents' Evening system takes the student names from our central database, using the preferred surname and forename. If you enter 'Benjamin rather than 'Ben' for example, you will get this error:

Couldn't find child with the details entered. Please check and try again.

Once you have entered all the information, click on Log In.

Bradon Forest School

Parents' Evening System

Welcome to the Bradon Forest School 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 First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date of Birth 1 January 2010

2. Click the green tick to make appointments alongside the appropriate Parents' Evening

Bradon Forest School

Home Appointments

Welcome

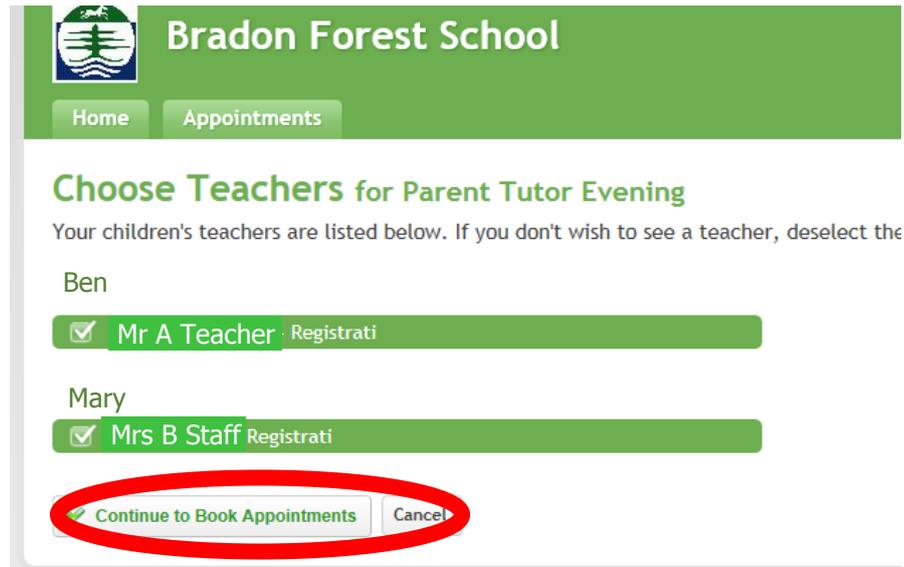
Click on an event below to make/change appointments, or browse to [Manage Appointments](#) to view/print current appointments.

 **Parent Tutor Evening**
This parents' evening is for pupils in Years 7 to 10.
Date: 09/07/2015 Time: 16:00 - 20:00

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3. If you are making appointments for more than one child at Bradon Forest you will see all your children listed here.

Click on 'Continue to Book Appointments'



The screenshot shows the Bradon Forest School website interface. At the top, there is a green header with the school logo and the name "Bradon Forest School". Below the header, there are two buttons: "Home" and "Appointments". The main content area is titled "Choose Teachers for Parent Tutor Evening". Below this title, there is a sub-header: "Your children's teachers are listed below. If you don't wish to see a teacher, deselect the". There are two children listed: "Ben" and "Mary". Under "Ben", there is a green bar with a checked checkbox and the text "Mr A Teacher Registrati". Under "Mary", there is a green bar with a checked checkbox and the text "Mrs B Staff Registrati". At the bottom of the page, there are two buttons: "Continue to Book Appointments" and "Cancel". The "Continue to Book Appointments" button is circled in red.

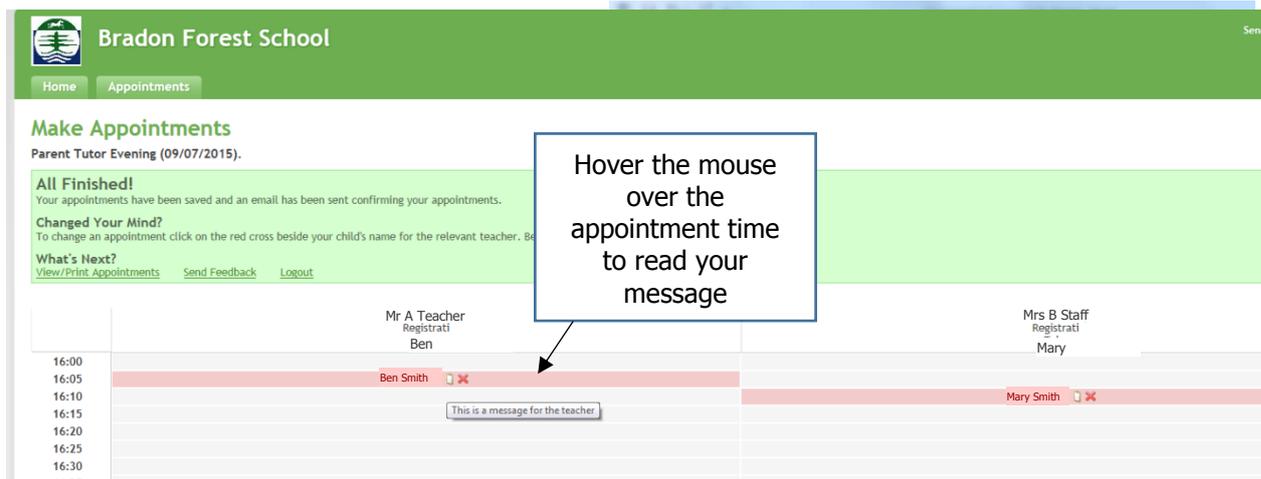
4. Click on the times you would like to book. You can add a short message if there is something very specific you would like to discuss, so that staff can ensure they have any additional information with them on the evening.



The screenshot shows the "Make Appointments" page for a "Parent Tutor Evening (09/07/2015)". The page is titled "Make Appointments" and "Parent Tutor Evening (09/07/2015)". Below the title, there is a table with columns for time slots and a "Book" button for each slot. The time slots range from 16:00 to 17:20 in 5-minute increments. The "Book" buttons are circled in red. A modal window titled "Confirm & Add Message" is open over the 16:05 slot. The modal window contains the text "Confirm & Add Message" and "Optionally add a message Mr A Teacher (Registrati) for your appointment at 16:05:". Below this text is a text input field with a character count of "140 characters left". At the bottom of the modal window, there are two buttons: "Add Appointment" and "Cancel". The "Add Appointment" button is circled in red.

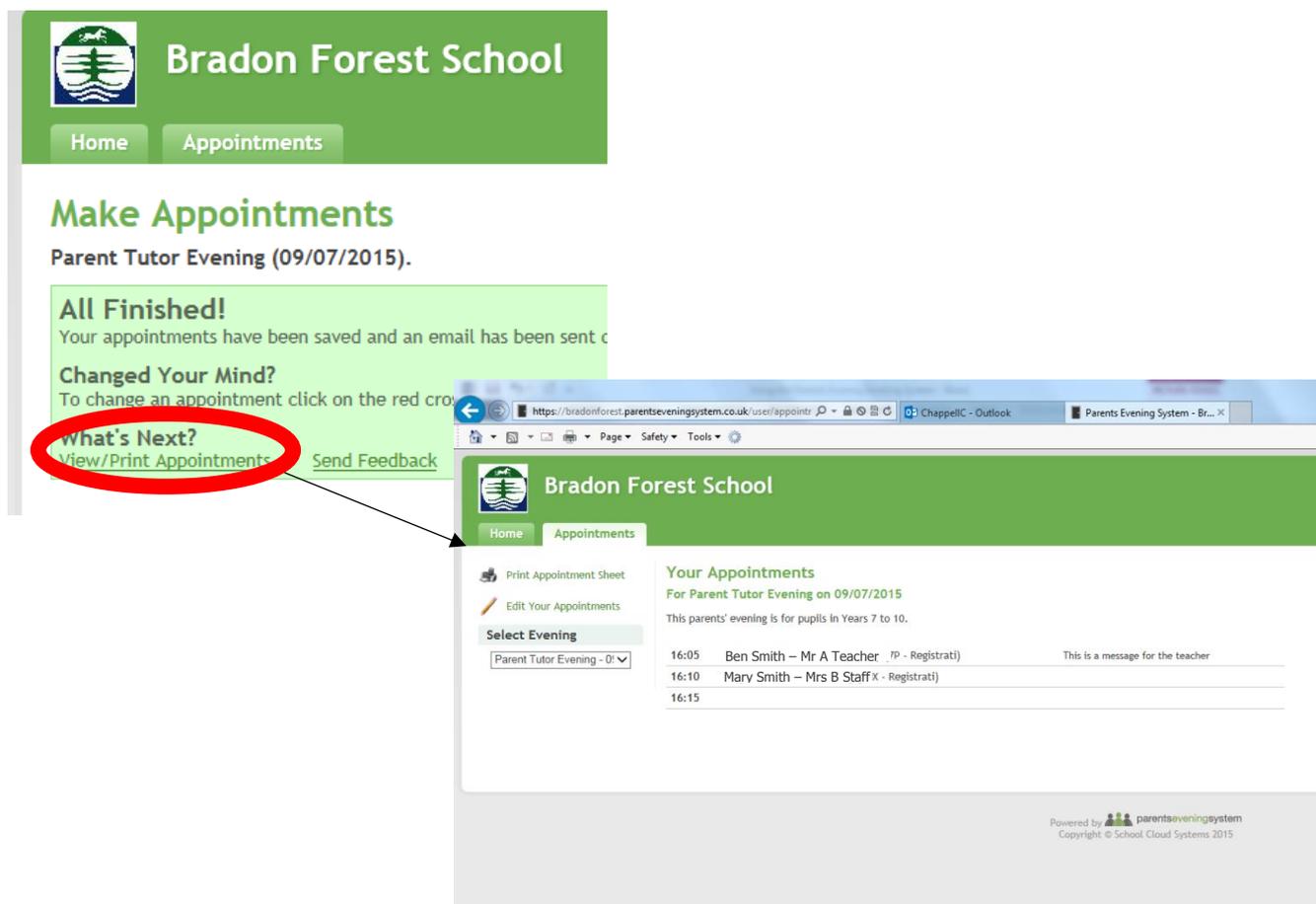
Click on 'Add appointment'

5. Once you have made all your appointments, you will see them listed like this:



If you click on the notepad between the name and the red cross, you can edit your message. If you would like to change the appointment time, delete the original appointment by clicking on the red cross **X**, then choose a new appointment time.

Click on 'View/Print Appointments' to print out a summary sheet:



You will also get an email confirming your appointment(s) that looks like this:

Your Appointments for Parent Tutor Evening - 09/07/2015

PE Parents Evening System <noreply@parentseveningsystem.co.uk>
Mon 15/06/2015 13:18
Inbox

← Reply ←← Reply all → Forward ...

Mark as unread

To: ■ SmithB

- To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).
- To always show content from this sender, [click here](#).

Appointments List

Parent Tutor Evening - 09/07/2015

This parents' evening is for pupils in Years 7 to 10.

Your appointments are as follows:

Time	Teacher	Student	Department
16:05 - 16:10	Mr A Teacher	Ben Smith	Registrati
16:10 - 16:15	Mrs B Staff	Mary Smith	Registrati

[Click here to make changes to your appointment schedule](#)

This email was sent to chappellc@bradonforest.wilts.sch.uk by the [Parents Evening System](#).

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