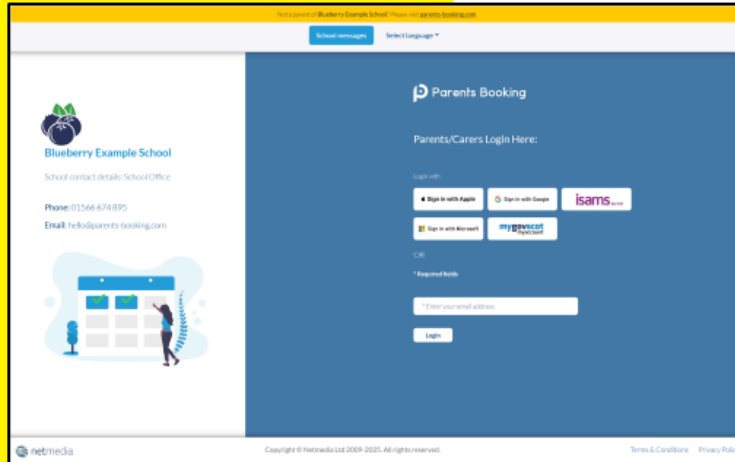




Parent Guide



On the login page you will be able to login using one or more of the following ways:

- A single sign-on button, e.g. Google
- A Magic Link sent to the parent's email
- By typing in some personal information
- Using a username and password

How do I login?

Your school will send you an invite. This invite has a web link for your school's login page, which may be through other technology your school already used, OR a login page similar to the screenshot on the left.

If you do not know where to login, search for your school at www.parents-booking.co.uk, or www.parents-booking.live (America and Canada), or www.parentsbooking.com.au (Australia)

Advice:

- If you do not know your login details, check your invite email. This typically explains exactly what to type in.
- If you still cannot login, contact your school using the contact information on the login page.



Dashboard

After logging in you will be shown any parents' evenings.

For parents' evenings, you have two choices of how to make appointments, with explanations for both on the following slides:

- Suggest Bookings for Me
- Make/Edit My Own Bookings

Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Blueberry Example School

Welcome Mrs Trish Smith

School contact details
School Office 01566 674 895 hello@parents-booking.com

Send school feedback | Video Settings

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Winter Term	Parents' Evening	13th Feb 2024	2:00 PM	4:30 PM
	Suggest Bookings For Me Make/Edit My Own Bookings View My Appointment Schedule Create Link to Share Meeting(s)	14th Feb 2024	5:30 PM	7:30 PM

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Suggest Bookings for Me

The Suggest Bookings for Me option is our wizard, which will ask you:

1. To choose the teachers you want to book (across multiple students, if applicable), and
2. When you are available

The magic of Parents Booking then calculates the most efficient order for your appointments.

One you have confirmed your appointments, you can send yourself an email or print your schedule, and then you're done!

Blueberry Example School

Suggest bookings for me

Tom Smith

Teacher	Subject	Availability
Mr Blair	PE	Available
Mr Forwood	Science	Available
Miss Hall	Science	Available
Mr Halliday	PE	Available
Miss Jones	English	Available
Mr Mackenzie	English	Available
Miss Hall	Geography	Available
Mr Halliday	PE	Available
Miss Jones	English	Available
Miss Hall	Geography	Available

When are you able to attend?

Day 1: Tuesday 12 Feb 2024 6:00 PM - 8:00 PM

Day 2: Wednesday 14 Feb 2024 6:00 PM - 8:00 PM

Blueberry Example School

Tasha Smith

Teacher	Subject	Time	Status
Miss Goss	Business Management	22 Nov 2023 17:00	Booked
Mr Forwood	Science	22 Nov 2023 17:00	Booked
Mr Halliday	PE	22 Nov 2023 18:00	Booked
Miss Hall	Maths	22 Nov 2023 18:00	Booked

Calum Smith

Teacher	Subject	Time	Status
Mr Forwood	Science	22 Nov 2023 17:00	Booked
Mr Mackenzie	English	22 Nov 2023 17:00	Booked
Mr Halliday	PE	22 Nov 2023 17:00	Booked
Miss Jones	Maths	22 Nov 2023 17:00	Booked

Blueberry Example School

Parents' Evening

Date	Time	Student Name	Teacher Name	Subject	Room
Tuesday 12 Feb 2024 In Person	2:00 PM (5 minutes)	Tom Smith	Mr Mackenzie	English	
Tuesday 12 Feb 2024 In Person	2:05 PM (5 minutes)	Tom Smith	Mr Halliday	PE	
Tuesday 12 Feb 2024 In Person	2:10 PM (5 minutes)	Tom Smith	Miss Hall	Science	
Tuesday 12 Feb 2024 In Person	2:15 PM (5 minutes)	Tom Smith	Miss Hall	Geography	
Tuesday 12 Feb 2024 In Person	2:20 PM (5 minutes)	Tom Smith	Mr Halliday	PE	
Tuesday 12 Feb 2024 In Person	2:25 PM (5 minutes)	Tom Smith	Miss Jones	English	
Tuesday 12 Feb 2024 In Person	2:30 PM (5 minutes)	Tom Smith	Miss Hall	Geography	



Make/Edit My Own Bookings

To make appointment times for yourself, or to edit your appointments, use the Make Bookings for Myself on the Dashboard.

To make appointments:

1. Select the correct subject
2. Select the correct teacher (if there are multiple)
3. Click on Book to make the appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have previously made.

When you are finished you can print or e-mail your appointment confirmation from the right panel.

Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Create bookings for Tom Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Parents' Evening 13th Feb 2024 (In-Person)

English 2 Finance 2 Humanities 1 Music 1 PE 2
Science 2 senco 1 Test 1

Finance

Mrs Ross
Finance

Time	Duration	Action	Status
2:00 PM	5 mins	Modify	THIS BOOKING
2:05 PM	5 mins	Book	APPOINTMENT
2:10 PM	5 mins	Book	AVAILABLE
2:15 PM	5 mins	Book	AVAILABLE
2:20 PM	5 mins	Book	AVAILABLE
2:25 PM	5 mins	Book	AVAILABLE
2:30 PM	5 mins	Book	AVAILABLE
2:35 PM	5 mins	Book	AVAILABLE
2:40 PM	5 mins	Book	AVAILABLE
2:45 PM	5 mins	Book	AVAILABLE

Your appointments

Mrs Ross
Finance
Tom Smith
2:00 PM 13th Feb 2024

Mr Holmes
PE
Tom Smith
2:05 PM 13th Feb 2024

Booking instructions
Print your bookings
Email your bookings
Request a Translator
Cancel all bookings

Add bookings to calendar