

# Parents' Guide for Booking Appointments

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

**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: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

**Log In**

## Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

**Please use your child's preferred forename.**

**Parent Evening**

All appointments will be in The Main Hall

Click a date to continue

Tuesday, September 26th  
 Open for bookings

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
 Automatically book the best possible times based on your availability

**Manual**  
 Choose the time you would like to see each teacher

**Next**

## Step 3: Select Booking Mode

Choose Automatic if you would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend. Alternatively, if you would rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

**Choose Teachers**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

15:00 16:15 17:30 18:45 20:00

Your availability: 17:30 - 19:00

Mr C Cooper (Geography) |  Mrs H Coughtrey (Art) |  Mrs N Cowburn (Science)

Mr A Creffield (Drama) |  Miss C Madec (French) |  Mrs L Martin (Technology)

Mrs L Martin (Maths) |  Mr C Peters (Maths) |  Miss R Powell (English)

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

01:31 Please confirm your appointments within 2 minutes

**Confirm Appointment Times**

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

Teacher	Student	Subject	Room
17:30 Mr C Cooper		Geography	
17:40 Mrs H Coughtrey		Art	
17:50 Mrs N Cowburn		Science	
18:00 Mr A Creffield		Drama	
18:10 Mrs L Martin		Maths	
18:20 Mr C Peters		Maths	

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

## Step 6: Finished

You are now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.