

# Parents' Evening Booking

We use an online booking system to coordinate Parent's Evening. To make it easier for you to reserve and amend appointments please make reservations through our secure portal.

Your School Name

Username

Password

Login

[Forgot your password](#)

## Getting Registered

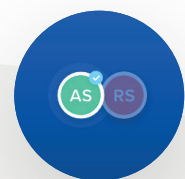
We will send you an email with details of the new account that has been created for you.

To access the portal, click on the link in the email and create a password. Your username will be your email address.

## Making a Booking

We'll send you an email to let you know when the booking window is open. To access the event, you'll need to click on the link in the email and log in with your account details. Select the relevant event to make a reservation.

The child you are booking for will show in the top right-hand corner of the screen. If you have more than one child at our school, you will see a circle for each child (see image on the right). Simply click on the relevant circle to select the child you want to make a booking for.



Find the teacher and time you'd like to book and click to reserve the time slot. The selection will show in green with the word "RESERVED" (see image on the left). The time allocated for each slot will be automatically populated.

RESERVED

RESERVED

The slot will be reserved for 10 minutes. To confirm the reservation you'll need to click on the save button in the bottom right corner.

If you need to edit a reservation or add a note, you can do this under "My Bookings".