



Parents' Evening Booking System

The desktop monitor displays the main booking interface with the following elements:

- Navigation bar: Make booking for another class, Email My Appointments, Print My Appointments, Cancel All Appointments, Leave Feedback.
- Instruction: Click the Blue 'Arrow' icon to learn how to book or cancel your appointments.
- Key: Available (blue square), Your Booking (green square), Your appointments (orange square), Unavailable (red square).
- Event: Winter Term Parents' Evening 06/03/2014.
- Subject filters: All and Maths, Business, English, Geography.
- Time slots: 18.00 (Available), 18.10 (Unavailable), 18.20 (Unavailable), 18.30 (Tasha Macleod, GS).

The tablet displays the administrator area with a table of bookings:

ID	Book	Name	Teacher Name	Class	Booked	Cancel	Unbook	Unbook
1	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Booked	Tasha Macleod	GS	Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The smartphone displays the school login screen:

Parent's Evening Booking System
School Login
Username: [input]
Password: [input]
Login



Contents

- Perfect Parents' Evenings
- How do I login?
- How do I make appointments?
- Giving teachers a 'heads up'
- Making bookings for my other children
- Printing or e-mailing my schedule

Help videos which explain all of the above topics are available on our Website here: <http://parents-booking.com/instructions-for-parents/>



How do I login?

1. Go to the school website www.lutterworthhigh.leics.sch.uk at the bottom of the page on the right hand side under the 'Quick Links' header click on the 'Parents' Evening Appointment System'

2. Next, login using your vital information.

Example login:

Mr Barry
(e-mail, address)

Calum Macleod
21/03/2001
3S

The screenshot shows the login interface for the Parents' Evening Booking System at Rivermead Primary School. The page has a grey header with the title "Parents' Evening Booking System". Below the header, there is a school logo on the left and contact details on the right: "Rivermead Primary School", "School contact details: Tim Askew", "Phone: 01222 333444", and "Email: info@smartschool.org.uk". A note states "*Fields marked with this are mandatory." The login form includes fields for "Parent's title*", "Parent's surname*", "E-Mail address", "Child's first name*", "Child's surname*", "Child's DOB Format dd/MM/yyyy*", and "Child's register class*". A "Log In" button is located at the bottom right of the form. The page is styled with a brown leather-like background and a white banner with a blue school logo.



How do I make appointments?

1. Select the correct subject
2. Select the correct teacher
3. Click on an 'Available' time

Simply repeat the process for each appointment.

Once bookings have all been made, parents print off their schedule or e-mail it to themselves.

Parents' Evening Booking System

Home Help Log Out

Rivermead Primary School
School contact details: Tim Askew
Phone: 01222 333444 Email: info@smartschool.org.uk

You are logged in as **Mr Mackay** for **Rob Mackay**, 01/01/1990

Email My Appointments Print My Appointments Cancel All Appointments Leave Feedback

Click the Blue 'Arrow' icon to learn how to book or cancel your appointments

Key Available Your Booking Your appointments Unavailable

Spring Term Parents' Evening 02/04/2014

Art and Media Drama English History

1 2

Ms Grange
Art

18.00	Available
18.10	Unavailable
18.20	Unavailable
18.30	Unavailable



Giving teachers a 'heads up'

- Parents can make a comment with each of their appointments.
- These comments are seen by teachers in advance of the appointment.
- The purpose is so that parents identify discussion topics in advance and teachers are able to be better prepared for these.

The screenshot displays a booking interface with a grid of time slots and subjects. A modal window titled "Make Booking" is open, prompting the user to provide a comment. The grid shows two columns: "Mr Burns French" and "Mr Burns Italian".

Time	Mr Burns French	Mr Burns Italian
16.30		
16.40		
16.50		
17.00	Available	
17.10	Available	

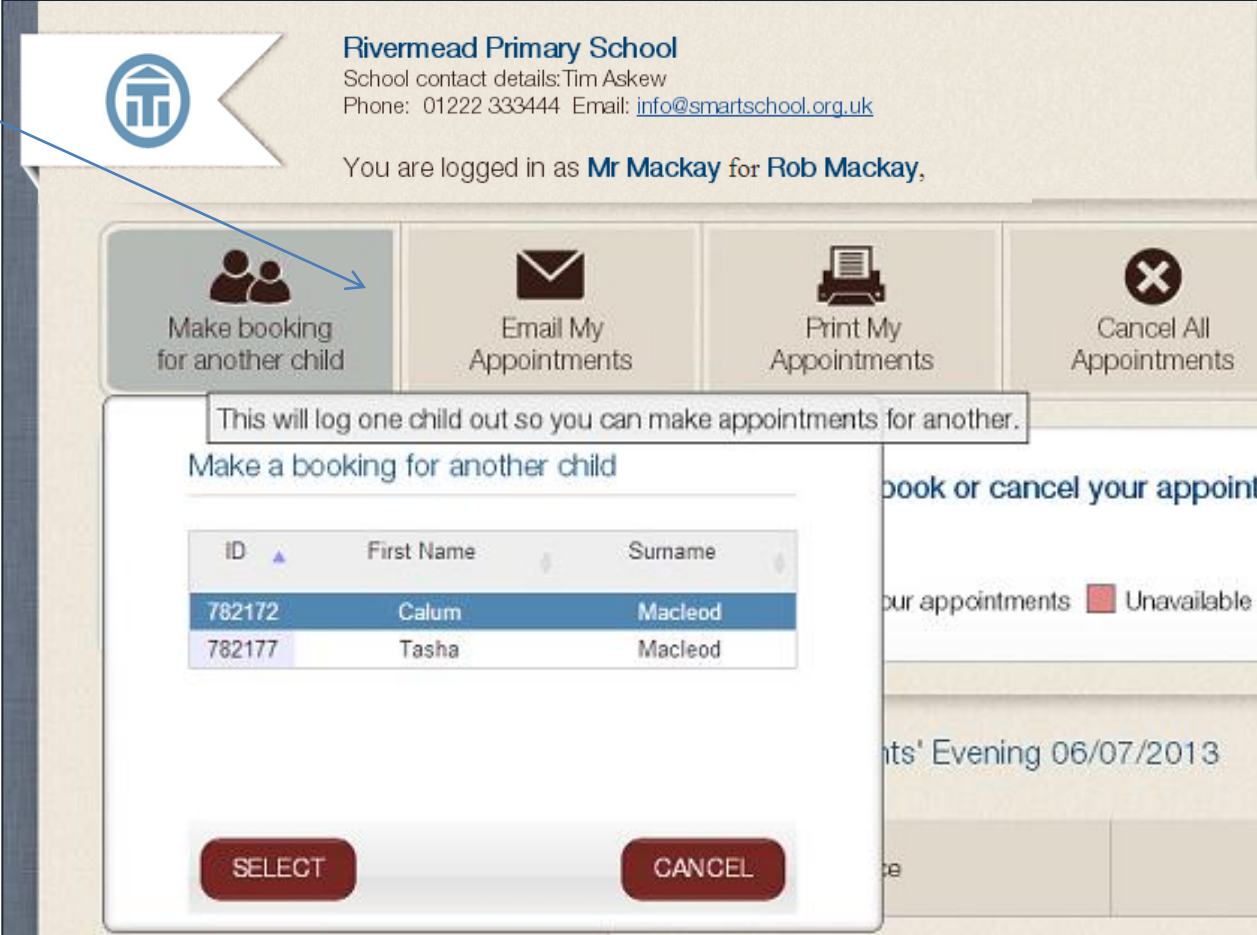
Make Booking [Close]

Do you have any particular issues to discuss?

Make Booking **Close**

Making a booking for another of my children

Parents can toggle between their children without having to log out and back in



The screenshot shows the user interface for Rivermead Primary School. The user is logged in as Mr Mackay for Rob Mackay. A blue arrow points to the 'Make booking for another child' button. A modal dialog is open, displaying a table of children's names and IDs. The dialog includes a 'SELECT' button and a 'CANCEL' button. A tooltip explains that clicking the button will log one child out to allow booking for another.

Rivermead Primary School
School contact details: Tim Askew
Phone: 01222 333444 Email: info@smartschool.org.uk

You are logged in as **Mr Mackay** for **Rob Mackay**,

Make booking for another child Email My Appointments Print My Appointments Cancel All Appointments

This will log one child out so you can make appointments for another.

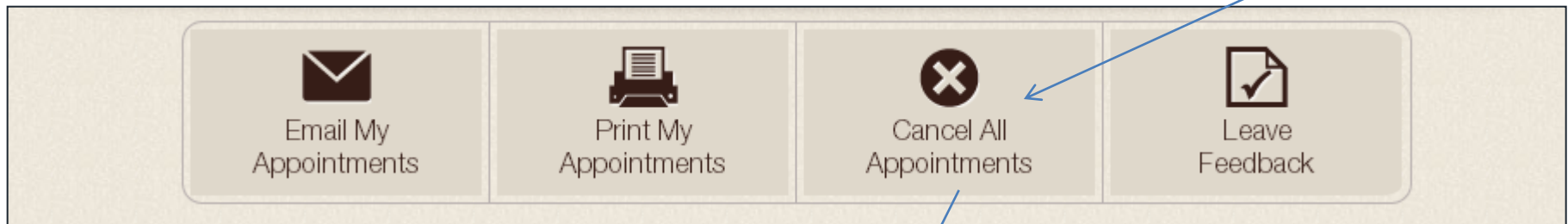
Make a booking for another child


ID	First Name	Surname
782172	Calum	Macleod
782177	Tasha	Macleod

SELECT CANCEL

Making a booking for another of my children

Parents print or e-mail their schedule and take it along on the night.





Rivermead Primary School
Parents' Booking System

Parents' Evening: Parents' Evening
School Contact Details
Tim Askew info@smartschool.org.uk 01222 333444

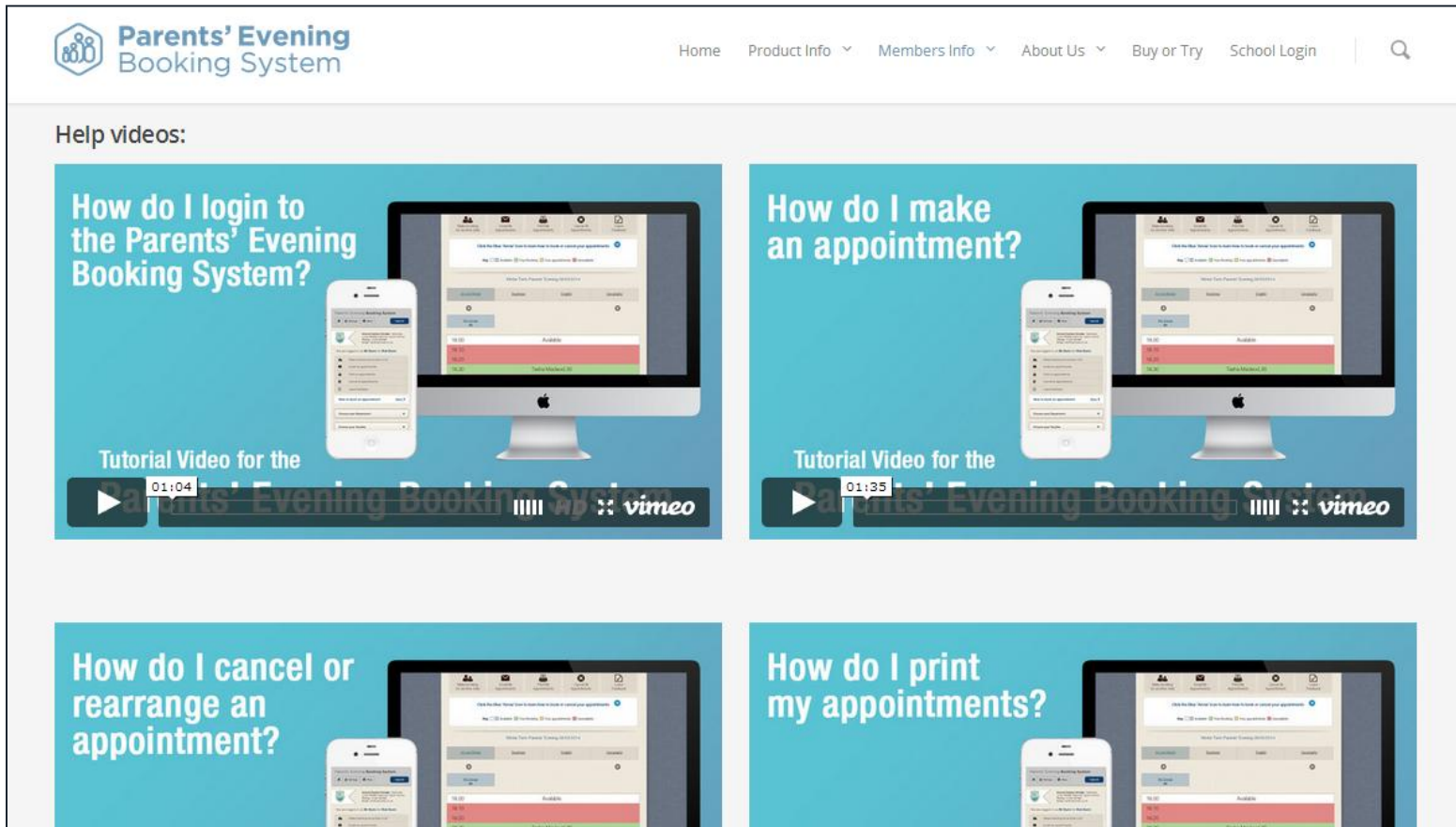
Dear Mr Mackay

Your appointments on 02 04 2014
10 minutes is the maximum time possible for each appointment
because after 10 minutes the next parent will be due to start their appointment with the teacher

Date	Time	Student Name	Register Class	Teacher Name	Subject/Class	Room
Wednesday 02/04/2014	18.00	Rob Mackay	4D	Mrs Grange	Art	
Wednesday 02/04/2014	18.10	Rob Mackay	4D	Mrs Fraser	Drama	
Wednesday 02/04/2014	18.20	Rob Mackay	4D	Ms Tait	English	
Wednesday 02/04/2014	18.30	Rob Mackay	4D	Mr A Burns	History	8

Help videos

Help videos which explain how parents use the software are available on our Website, here: <http://parents-booking.com/instructions-for-parents/>



The screenshot shows the website's navigation bar with the logo and menu items: Home, Product Info, Members Info, About Us, Buy or Try, and School Login. Below the navigation bar, the heading "Help videos:" is followed by four video thumbnails. Each thumbnail features a blue background with white text, a smartphone and a desktop monitor displaying the booking system interface, and a video player control bar at the bottom. The first video is titled "How do I login to the Parents' Evening Booking System?" with a duration of 01:04. The second video is titled "How do I make an appointment?" with a duration of 01:35. The third video is titled "How do I cancel or rearrange an appointment?" and the fourth is titled "How do I print my appointments?". All videos are hosted on Vimeo.

Parents' Evening
Booking System

Home Product Info Members Info About Us Buy or Try School Login

Help videos:

How do I login to the Parents' Evening Booking System?

Tutorial Video for the

01:04

How do I make an appointment?

Tutorial Video for the

01:35

How do I cancel or rearrange an appointment?

How do I print my appointments?