



# Parents' Evening Booking System



## Parents' Manual



- 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 [www.parents-booking.co.uk/<nameofschool>](http://www.parents-booking.co.uk/<nameofschool>) (this will be provided by the school)

2. Next, login using your vital information.

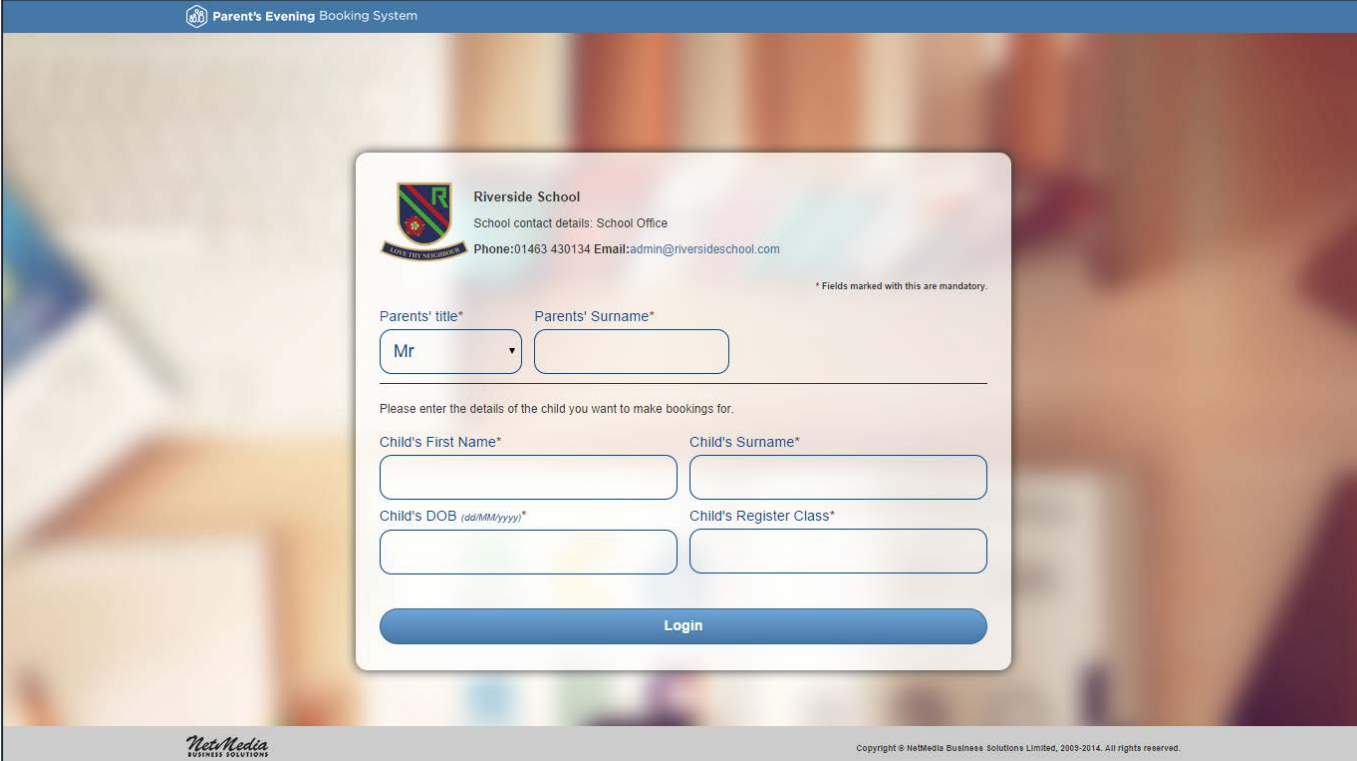
## Example login:

Mr Barry  
(e-mail, address)

Calum Macleod

21/03/2001

3S



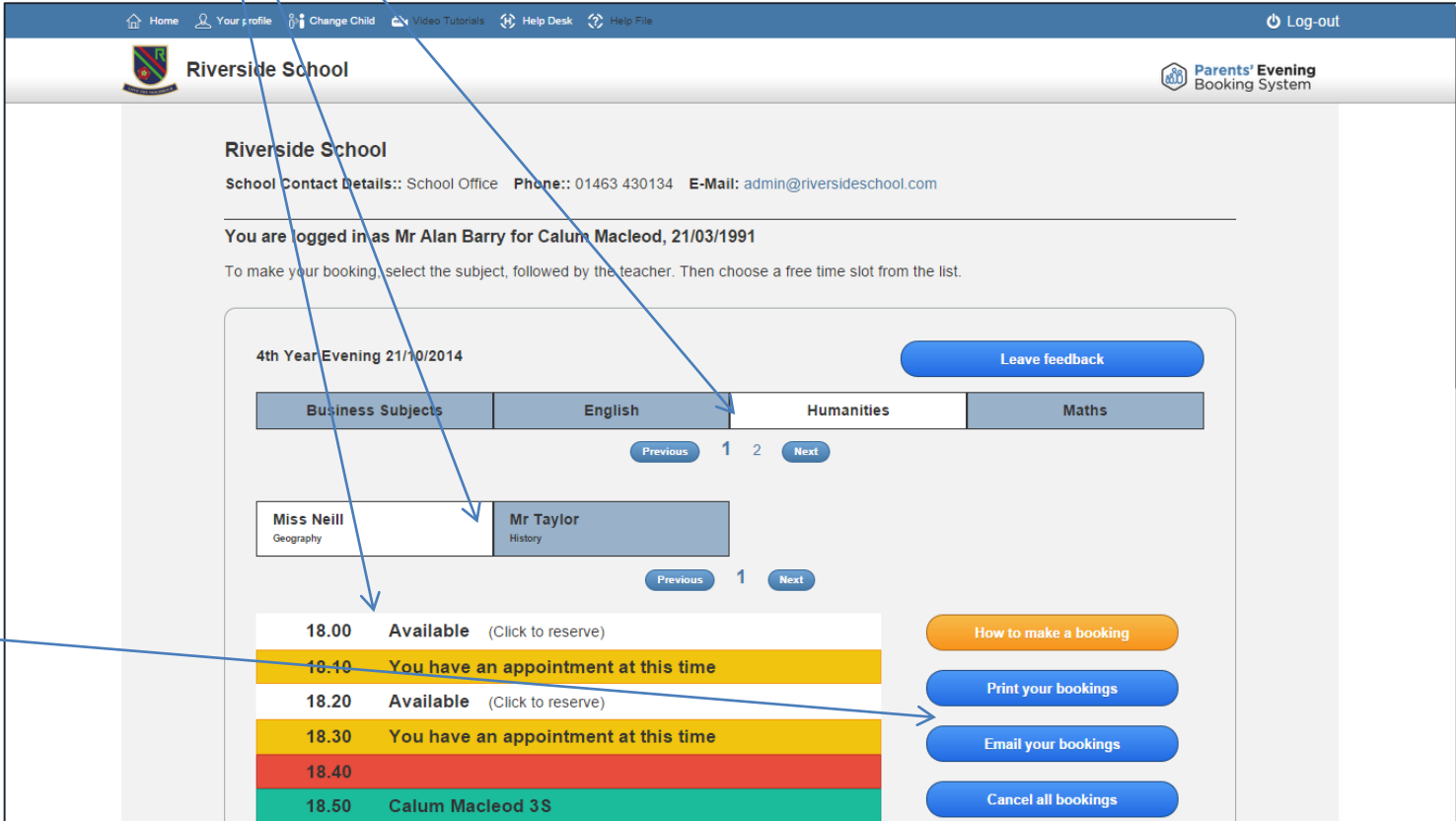
The screenshot shows the login interface for the Parents' Evening Booking System. At the top, it says "Parent's Evening Booking System". The main content area is for "Riverside School", with contact details: "School contact details: School Office", "Phone: 01463 430134", and "Email: admin@riversideschool.com". A note states: "\* Fields marked with this are mandatory." The form includes fields for "Parents' title\*" (a dropdown menu with "Mr" selected), "Parents' Surname\*", "Child's First Name\*", "Child's Surname\*", "Child's DOB (dd/MM/yyyy)\*", and "Child's Register Class\*". A blue "Login" button is at the bottom of the form. The footer contains the "NetMedia BUSINESS SOLUTIONS" logo and the text "Copyright © NetMedia Business Solutions Limited, 2009-2014. All rights reserved."

# 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.



Home Your profile Change Child Video Tutorials Help Desk Help File Log-out

**Riverside School**

**Riverside School**  
School Contact Details:: School Office Phone:: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr Alan Barry for Calum Macleod, 21/03/1991  
To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.

4th Year Evening 21/10/2014 [Leave feedback](#)

|                   |         |            |       |
|-------------------|---------|------------|-------|
| Business Subjects | English | Humanities | Maths |
|-------------------|---------|------------|-------|

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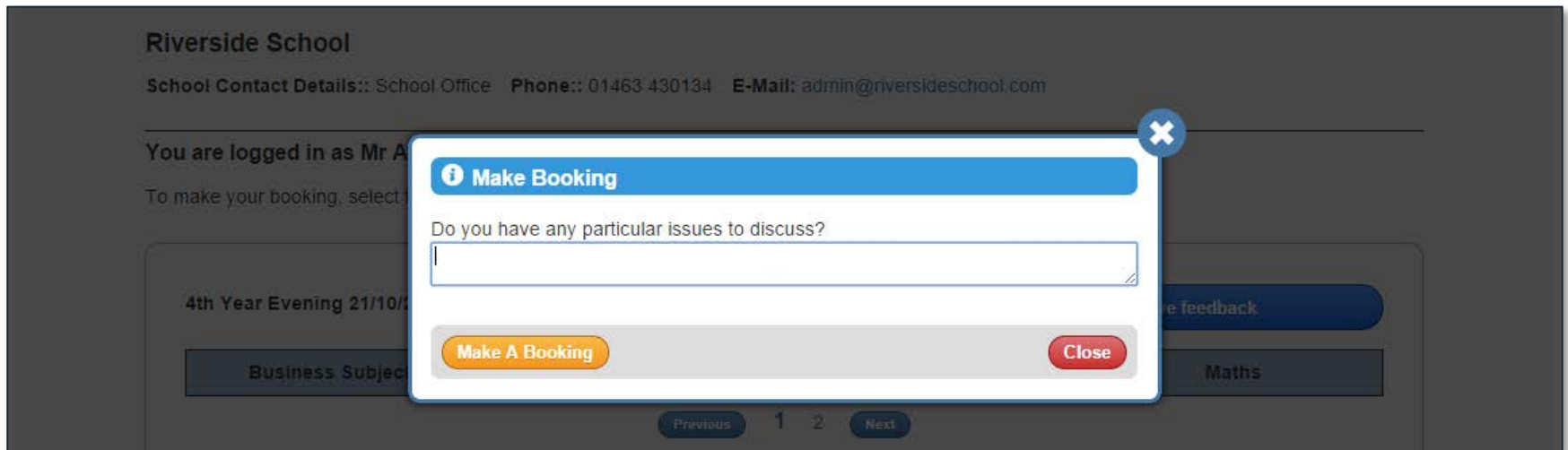
|                         |                      |
|-------------------------|----------------------|
| Miss Neill<br>Geography | Mr Taylor<br>History |
|-------------------------|----------------------|

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|       |                                      |
|-------|--------------------------------------|
| 18.00 | Available (Click to reserve)         |
| 18.10 | You have an appointment at this time |
| 18.20 | Available (Click to reserve)         |
| 18.30 | You have an appointment at this time |
| 18.40 |                                      |
| 18.50 | Calum Macleod 3S                     |

[How to make a booking](#)  
[Print your bookings](#)  
[Email your bookings](#)  
[Cancel all bookings](#)

- 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.



**Riverside School**  
School Contact Details: School Office Phone: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr A

To make your booking, select:

4th Year Evening 21/10/2024

Business Subject

Feedback

Maths

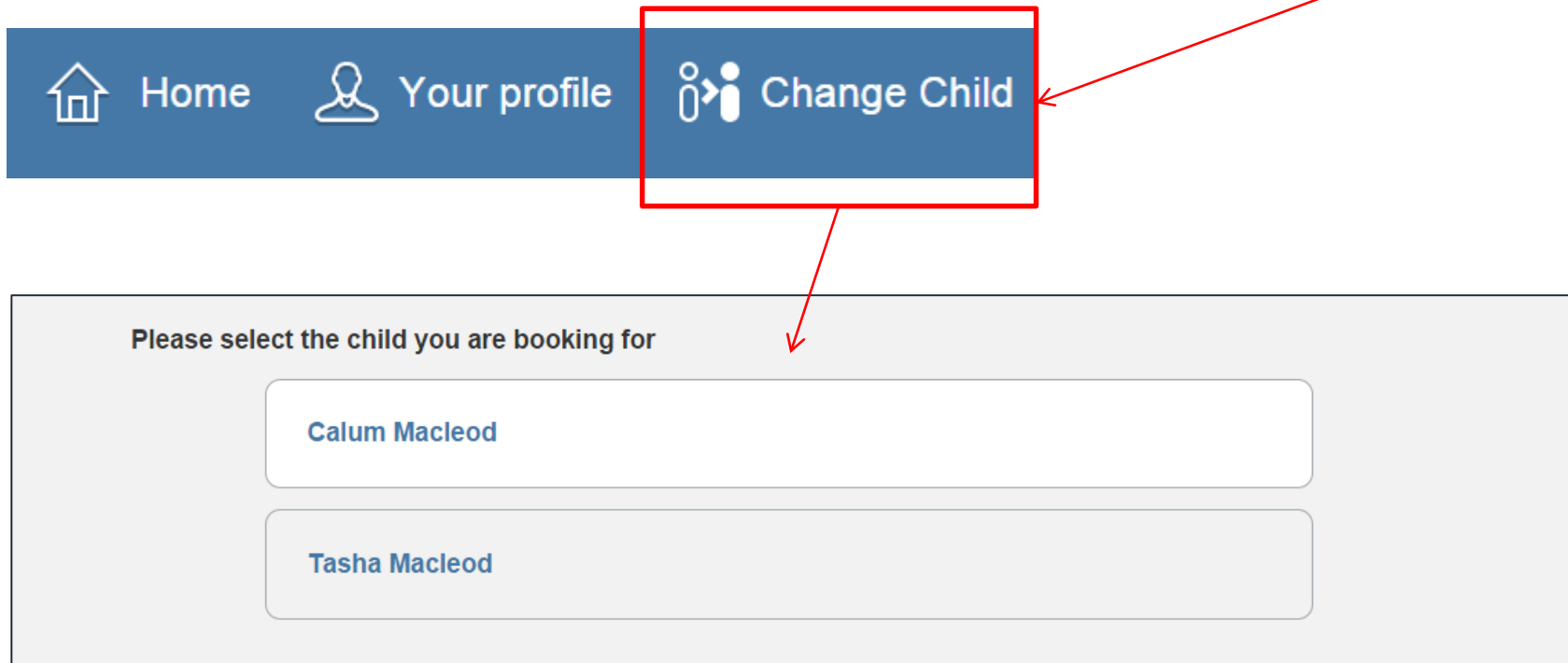
Previous 1 2 Next

**Make Booking**

Do you have any particular issues to discuss?

Make A Booking Close

Parents can toggle between their children without having to log out and back in, using the blue navigation bar at the top of the page.



The image shows a blue navigation bar at the top with three items: 'Home' with a house icon, 'Your profile' with a person icon, and 'Change Child' with a person icon and a right-pointing arrow. The 'Change Child' item is highlighted with a red box, and a red arrow points from it to a dropdown menu below. The dropdown menu has a light gray background and contains the text 'Please select the child you are booking for' followed by two options: 'Calum Macleod' and 'Tasha Macleod', each in a white rounded rectangular button.

Home   Your profile   **Change Child**

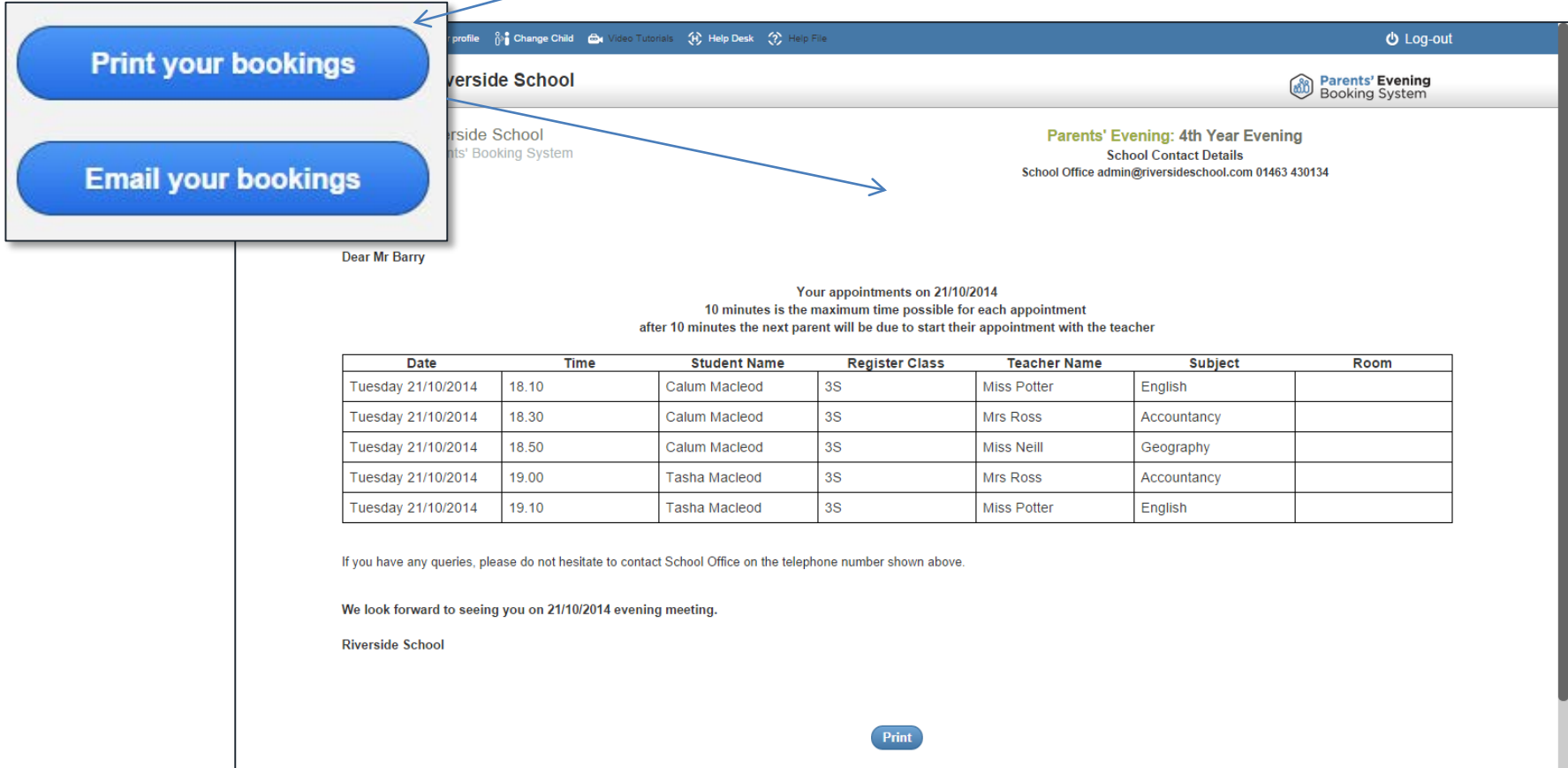
Please select the child you are booking for

Calum Macleod

Tasha Macleod

# Making a booking for another of my children

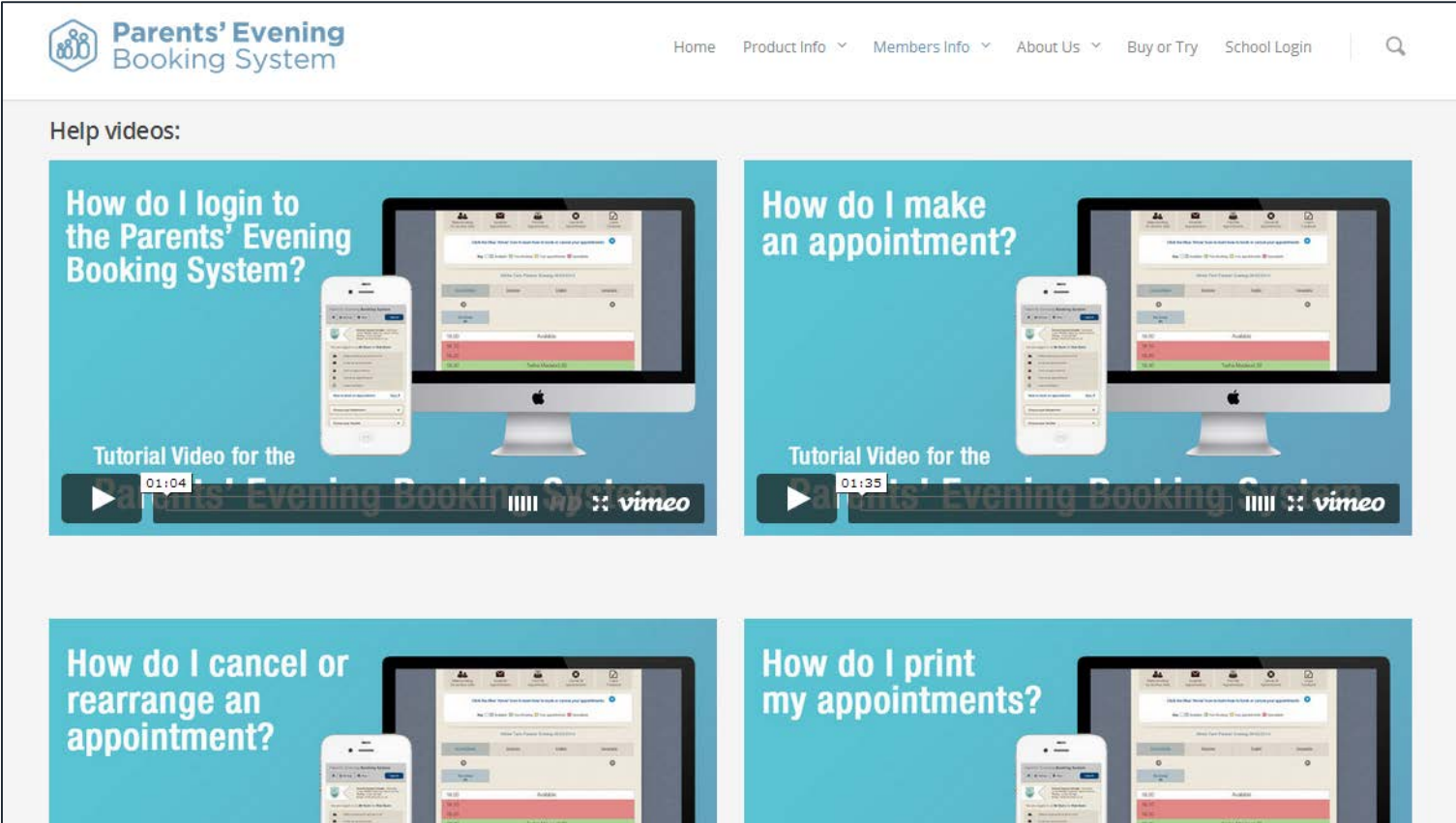
Parents print or e-mail their schedule (using the controls to the right of the booking table) and take it along on the night.



The screenshot shows the Parents' Evening Booking System interface. At the top, there is a navigation bar with links for 'profile', 'Change Child', 'Video Tutorials', 'Help Desk', 'Help File', and 'Log-out'. Below this, the school name 'Riverside School' is displayed. A callout box on the left highlights two blue buttons: 'Print your bookings' and 'Email your bookings'. The main content area shows the school name, the Parents' Evening Booking System logo, and the event details: 'Parents' Evening: 4th Year Evening', 'School Contact Details', and 'School Office admin@riversideschool.com 01463 430134'. Below this, a message reads: 'Dear Mr Barry', 'Your appointments on 21/10/2014', '10 minutes is the maximum time possible for each appointment', and 'after 10 minutes the next parent will be due to start their appointment with the teacher'. A table follows, listing appointments for Tuesday 21/10/2014. At the bottom, there is a 'Print' button.

| Date               | Time  | Student Name  | Register Class | Teacher Name | Subject     | Room |
|--------------------|-------|---------------|----------------|--------------|-------------|------|
| Tuesday 21/10/2014 | 18.10 | Calum Macleod | 3S             | Miss Potter  | English     |      |
| Tuesday 21/10/2014 | 18.30 | Calum Macleod | 3S             | Mrs Ross     | Accountancy |      |
| Tuesday 21/10/2014 | 18.50 | Calum Macleod | 3S             | Miss Neill   | Geography   |      |
| Tuesday 21/10/2014 | 19.00 | Tasha Macleod | 3S             | Mrs Ross     | Accountancy |      |
| Tuesday 21/10/2014 | 19.10 | Tasha Macleod | 3S             | Miss Potter  | English     |      |

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 'Help videos:' section features four video thumbnails. Each thumbnail includes a title, a visual of a smartphone and a computer monitor displaying the booking system interface, and a video player control bar with a play button, a progress bar, and the Vimeo logo.

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?**