

Welcome to the Parents' Evening Booking System

To book an appointment:

Step 1

1. Enter details as required on the log in page. **Please note that the student's legal first name and surname must be entered, including a hyphen if appropriate, in order to sign into the system.**
2. Click on the green *Log In* button at the bottom of the screen, this will take you to the event that is available for you to book.

Desktop View

Newton Abbot College

Parents' Evening System

Welcome to the Newton Abbot College 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	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		Confirm Email
<input type="text"/>		<input type="text"/>

Student's Details

First Name	Surname	Date Of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/> 1 <input type="text"/> January <input type="text"/> 2000

Mobile View (Scroll down to enter all details and log in)

Newton Abbot College

Parents' Evening System

Welcome to the Newton Abbot College 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
<input type="text"/>
First Name
<input type="text"/>
Surname
<input type="text"/>

Step 2

1. Click the event you want to make a booking for or click 'I'm unable to attend' if you are unable to attend the evening. This is the same for desktop and mobile phone users.

The screenshot shows the 'Year 9 Parents Evening' booking page. On the left is a blue navigation sidebar with 'Home' and 'My Bookings' options. The top header includes the 'parents evening system' logo and the Newton Abbot College logo. The main content area has a green header for 'Year 9 Parents Evening'. Below this, it states: 'The Year 9 Parents Evening will be held in the DCA and Humanities Corridor.' To the right, there is a section titled 'Click a date to continue:' with a dropdown menu showing 'Tuesday, 9th May' and a right-pointing arrow. Below the dropdown is a link that says 'Open for bookings' and a blue link that says 'I'm unable to attend'.

Step 3

1. Choose teachers for the evening. Deselect teachers you do not want to see to by clicking on them. If you are booking a slot for a Tutor Consultation event, only your child's tutor will be available to select. Then click *Continue to Book Appointments*. This is the same for desktop and mobile phone users

The screenshot shows the 'Choose Teachers' selection page. The top header includes the 'parents evening system' logo and the Newton Abbot College logo. The main content area has a grey header for 'Year 9 Parents Evening, Tuesday, 9th May'. Below this is a white box titled 'Choose Teachers' with the instruction: 'If you don't wish to see any teacher below, deselect them before clicking the button to continue.' Underneath, the name 'John' is displayed. A grid of nine teacher cards is shown, each with a green checkmark in the top left corner, indicating they are selected. The teachers and their subjects are: Mrs L Davey (Business S), Mr G Davies (Drama), Mrs R Gibbs (Pe BTEC), Mrs L Gomez Gilabert (Spanish), Mr S Groves (Geography), Miss S Jackson (Maths), Ms N Martin (RS), Mrs L Thomas (English), and Ms J York (Science). At the bottom of the white box is a green button that says 'Continue to Book Appointments'. The left sidebar is the same as in Step 2, and a 'Send Feedback' link is visible at the bottom left.

To book appointments:

1. Click a green + box in the relevant teacher's column at the time required. The box will be greyed out if another parent has already booked this time. You will not be able to make consecutive appointments; this is to ensure you arrive at your next appointment in time.

Desktop

parentsevening		Newton Abbot College						
Home		Mrs L Davey Business S John	Mr G Davies Drama John	Mrs R Gibbs Pe BTEC John	Mrs L Gomez Gilabert Spanish John	Mr S Groves Geography John	Miss S Jackson Maths John	Ms N Martin RS John
		✓	✓	✓	✓	✓	✓	✓
17:00		+	+	+	+	+	+	+
17:04		+	+	+	+	+	+	+
17:08		+	+	+	+	+	+	+
17:12		+	+	+		+	+	+
17:16		+	+	+			+	+
17:20		+	+	+			+	+
17:24		+	+	+	+		+	+
17:28		+	+	+	+	+	+	+

Mobile View (Only two teachers are displayed on each page so click on *Next* to book for the next two teachers etc. or *Prev* to go back to book for teachers on the previous pages scroll down to see more times.)

Newton Abbot College	
Year 9 Parents Evening, Tuesday, 9th May	
Prev	2/5
Next	
Mrs R Gibbs Pe BTEC John	Mrs L Gomez Gilabert Spanish John
✓	✓
15:00	15:00
15:04	15:04

- When you select one of the boxes, a pop-up will appear to allow you to add a message for that teacher. Once you have clicked on the *Save* button the appointment will become a blue tick and all other appointments in that column, row and the rows above and below will become grey. This is the same for desktop and mobile phone users.

	Mrs L Davey Business S John	Mr G Davies Drama John	Mrs R Gibbs Pe BTEC John	Mrs L Gomez Gilbert Spanish John	Mr S Groves Geography John	Miss S Jackson Maths John	Ms N Martin RS John
	✓	✓	✓	✓	✓	✓	✓
16:48	+		+		+	+	+
16:52							
16:56				✓			
17:00							
17:04		✓					
17:08							
17:12	+		+		+	+	+
17:16	+		+			+	+
17:20	+		+			+	+
17:24	+		+			+	+

- You can cancel bookings by clicking on the blue tick box. This will turn the box red, bringing up a pop up box detailing the appointment to be deleted click *Delete* to remove the appointment allowing you to rebook for that teacher or at that time slot. This is the same for desktop and mobile phone users.
- Once you have made all your desired appointments, go to the blue box that tells you how many appointments you could still book at the top of the screen and select [click here](#) and an email will be sent confirming your bookings. This is the same for desktop and mobile phone users.

	Mrs L Davey Business S John	Mr G Davies Drama John	Mrs R Gibbs Pe BTEC John	Mrs L Gomez Gilbert Spanish John	Mr S Groves Geography John	Miss S Jackson Maths John	Ms N Martin RS John

- Click on the Sign Out button in the bottom left hand corner to exit for desktop users. For mobile phone users click on the menu button in the top right hand side of the screen to bring up the menu and click Sign Out at the bottom of the menu screen.

To view, amend or cancel an appointment

1. Once logged in appointments can be viewed by selecting My Bookings from the left hand side of the screen. From this page, you can also print appointments by clicking on *Print* at the top left hand corner of the appointments box.
2. Should you wish to amend your appointments you can click on *Amend Bookings*, which will take you back through the booking process where you can delete appointments you want to change and rebook at a suitable time.