



# Parents' Guide for Booking Appointments



Browse to <https://stjosephsotleyavoluntary.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: Mr | First Name: John | Surname: Smith  
 Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

**Child's Details**

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005

[Logia & Continue](#)

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:

**Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

[Continue](#)

Date: 24/01/2013 | Time: 16:00 - 20:30

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

**Choose Teachers**

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

**Ben**

Mr M Jutback - Class 9A

**Claire**

Ms T Smith - Class 11

**James**

Mrs J Paton - Class 10

[Continue to Book Appointments](#) | [Cancel](#)

## Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Dr J Lebon  
Class BE  
L7

**No Appointment**

16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	<a href="#">Busy</a>
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	<a href="#">Busy</a>
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

**All Finished!**

Your appointments have been saved and an email has been sent confirming your appointments.

**Changed Your Mind?**

To change an appointment click on the red cross beside your child's name for the relevant teacher. Or send an email to the school.

**What's Next?**

[View/Print Appointments](#) | [Send Feedback](#) | [Logout](#)

## Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".