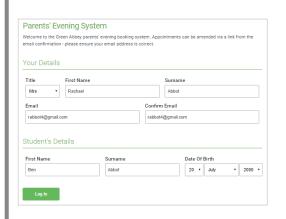
Parents' Guide for Booking

Appointments

Browse to https://testbourne.parentseveningsystem.co.uk/



Step 1: Login

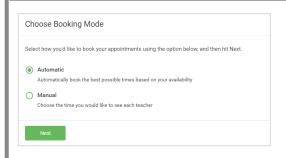
Fill out the details on the page then click the Log In button. A confirmation of your appointments will be sent to the email address you provide.

If you have provided a preferred name for your child to school (eg Sam instead of Samuel), please use this in the Student Details.



Step 2: Select Parents' Evening Click on the date you wish to book.

Unable to make all of the dates listed? Click I'm unable to attend.



Step 3: Select Booking Mode

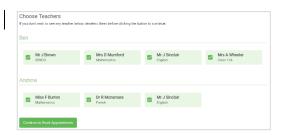
Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press Next.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Achievement • Excellence • Integrity



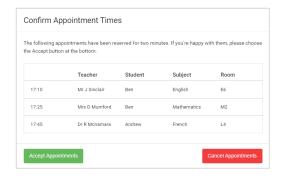
Call: 01256 892061 www.testbourne.hants.sch.uk



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking Delete. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press click here to finish the booking process.



Step 6: Finished

You're now on the My Bookings page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing Print.

To change your appointments, click on Amend Bookings.