



# Parents' Evening Online Booking System

## Accessing the Booking System

This user guide is to help you book parents' evening appointments for your child. This should help streamline the booking of your appointments and enable you to see the appropriate teachers.

To access the system you will need a PIN number. This will be issued by the school. (You will be issued a separate PIN for each child.) You should keep this safe as you will need it for future parents' evenings.

To book appointments you will need to visit the school website at **www.uffculmeschool.net** and under the **SCHOOL** menu, select **PARENTS EVENING**.

- At the login page provide your **title, full name, your child's full name and PIN number**.
- Add and confirm an **email address** if you have one, otherwise leave it blank.

The screenshot shows the login interface for the Parents' Evening System. It includes fields for Title (Mrs), First Name (Jane), Surname (Smith), Email (jane.smith@yahoo.com), and Confirm Email (jane.smith@yahoo.com). Below these are fields for Student's Details: First Name (jane), Surname (smith), and Login Code (1234567). A green 'Login' button is at the bottom.

## VERY IMPORTANT

**Please be aware that if you want to log back in at any time in the future to make changes, you must enter EXACTLY the same details.**

It is strongly recommended that you make a note of these details in the space below:

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Email address \_\_\_\_\_

## Booking Appointments

The screenshot shows the booking page for Year 10 Parents Evening. It states 'Appointments can be made up until noon on the 21st of June.' There are two buttons: 'Click a date to continue' and 'I'm unable to attend'. A red arrow points to the 'Click a date to continue' button, which is highlighted and shows 'Wednesday, 21st June' and 'Open for bookings'.

**Once logged on:**

Choose the parents' evening you wish to attend

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then click Next

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

**Next**

You have the option to book automatically, which will assign the best adjacent booking slots.

Or

Book manually to pick your preferred appointment times.

The subjects your child studies and which are applicable to the evening, are listed with their usual teacher for that subject.  
(For the Tutor/Parents Consultation Day there will only be one subject option available which will be for your child's tutor.)

### **Automatic Bookings**

- For automatic bookings, choose your preferred time range.
- If you do not wish to discuss a subject, remove the adjacent tick.
- The subject teacher for your child's class is selected automatically.
- You can select subjects for other children you have at the school with this link. You will require their PIN code.
- Click to continue with the booking process

**Choose Teachers**

Choose the earliest and latest times you can attend, and then select the teachers you would like to see

Choose earliest and latest times

Your Availability: 16:00 - 18:10

**Rilly**

<input checked="" type="checkbox"/> Mr A Davis Separate 5	<input checked="" type="checkbox"/> Mr A Foster Separate 5	<input type="checkbox"/> Miss H Fraser-Ibbot Cooking
<input checked="" type="checkbox"/> Mr D Harbour Design/Art	<input checked="" type="checkbox"/> Mr J Kemp Product Design	<input checked="" type="checkbox"/> Mrs A Knight Separate 5
<input checked="" type="checkbox"/> Mr D Piper Art/Colour	<input checked="" type="checkbox"/> Mrs L Poortman English	<input checked="" type="checkbox"/> Mr D Wood Maths

[Add Another Child](#)

**Automatically Schedule Appointments**

### **Manual Bookings**

If you have chosen manual booking or are amending existing bookings, the appointment creation screen is shown.

There's 2 appointments left to book  
If you're booked, please click on the link to view your appointments and send a manual confirmation.

	Mr A Davis Separate 5	Mr A Foster Separate 5	Mr D Harbour Design/Art	Mr J Kemp Product Design	Mr A Knight Separate 5	Mr D Piper Art/Colour	Mrs L Poortman English	Mr D Wood Maths
15:00								
15:05								
15:10								
15:15								
15:20								
15:25								
15:30								
15:35								
15:40								
15:45								
15:50								
15:55								

- Book your desired appointment for each subject by clicking on a free slot.
- Only times which are still available are listed.
- You can remove an existing appointment by clicking on it.

On selecting a booking slot you have the option of sending the teacher a brief message before adding the appointment.

Write your message or leave blank and click **SAVE**.

In some cases you may find all the booking slots have been filled. Click on the **Request Appointment** button by the teacher's name to advise that you wish to be seen and be added to their waiting list.

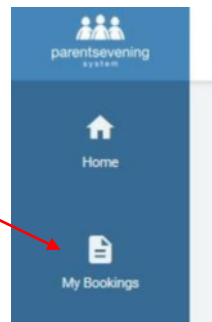
Once you have selected all the subjects, the booking is complete.

If you decide not to book appointments for all the subjects, you can click on this link to save and complete the booking session.

When you have completed the booking, you will be emailed a confirmation, if you provided an email address at login. The email will include an appointments list.

Appointments List		
Year 10 Parents Evening - 21/06/2017		
Appointments can be made up until noon on the 21st of June.		
Your appointments for [selected] are as follows:		
Time	Teacher	Department
16:00 - 16:05	Mr A Davis	Separate S
16:05 - 16:10	Mr A Foster	Separate S
16:10 - 16:15	Mr D Harbour	Geography
16:15 - 16:20	Mr J Kemp	Product Design
16:20 - 16:25	Mrs A Knight	Separate S
16:25 - 16:30	Mr D Piper	Rel Educn
16:30 - 16:35	Mrs L Poodman	English
16:35 - 16:40	Mr D Wood	Maths
<a href="#">Click here to make changes to your appointment schedule</a>		

You can log back in any time up to the event booking cut-off (usually noon on the event day), to view and amend your bookings.



**That's it ! Your bookings are made.**

If there are any specific issues you wish to raise about the parents' evening, please contact the school or use the **'Send Feedback'** link, at the bottom of the web page.