

# Parents' Guide for Booking Appointments

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

### Child's Details

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

[Login & 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

## Step 2: Select Parents' Evening

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



## Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

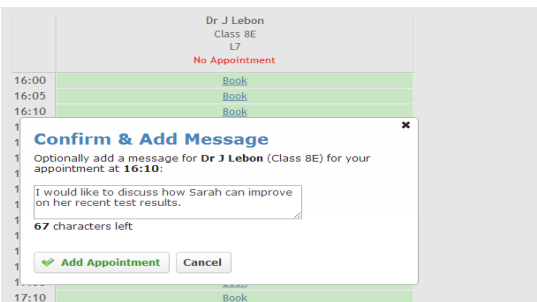
Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	Busy
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	Busy
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.



## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

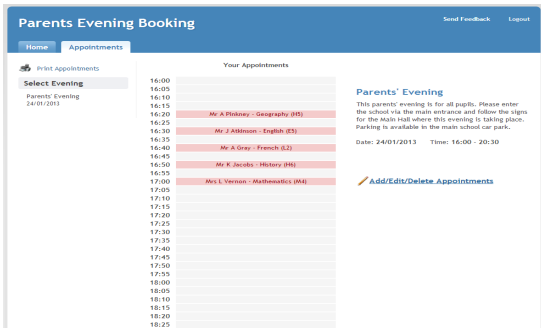
After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



## Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.



## Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.