



Parents' Evening Booking System



Parents' Manual

- How do I login?
- How do I make appointments?
- Giving teachers a 'heads up'
- Making bookings for my other children
- Printing or e-mailing my schedule

Help videos which explain all of the above topics are available on our Website here: <http://parents-booking.com/instructions-for-parents/>

How do I login?



1. Go to www.parents-booking.co.uk/<nameofschool> (this will be provided by the school)

2. Next, login using your vital information.

Example login:

Mr Barry
(e-mail, address)

Calum Macleod
21/03/2001
3S

A screenshot of the Parents' Evening Booking System login page for Riverside School. The page has a blue header with the system name and a blurred background image of children. The login form is centered and contains the following fields: Parents' title* (dropdown menu with 'Mr' selected), Parents' Surname* (text box), Child's First Name* (text box), Child's Surname* (text box), Child's DOB (dd/MM/yyyy)* (text box), and Child's Register Class* (text box). A blue 'Login' button is at the bottom of the form. The footer includes the NetMedia logo and copyright information.

Parent's Evening Booking System

 **Riverside School**
School contact details: School Office
Phone: 01463 430134 Email: admin@riversideschool.com

* Fields marked with this are mandatory.

Parents' title* Parents' Surname*

Mr

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB (dd/MM/yyyy)* Child's Register Class*

Login

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How do I make appointments?



Parents' Evening
Booking System

1. Select the correct subject
2. Select the correct teacher
3. Click on an 'Available' time

Simply repeat
The process
for each
appointment.

Once bookings
have all been
made, parents
print off their
schedule or
e-mail it to
themselves.

Home Your profile Change Child Video Tutorials Help Desk Help File Log-out

Riverside School

School Contact Details:: School Office Phone:: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr Alan Barry for Calum Macleod, 21/03/1991

To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.

4th Year Evening 21/10/2014 [Leave feedback](#)

Business Subjects	English	Humanities	Maths
	Previous 1 2 Next		

Miss Neill Geography	Mr Taylor History
	Previous 1 Next

18.00	Available (Click to reserve)
18.10	You have an appointment at this time
18.20	Available (Click to reserve)
18.30	You have an appointment at this time
18.40	
18.50	Calum Macleod 3S

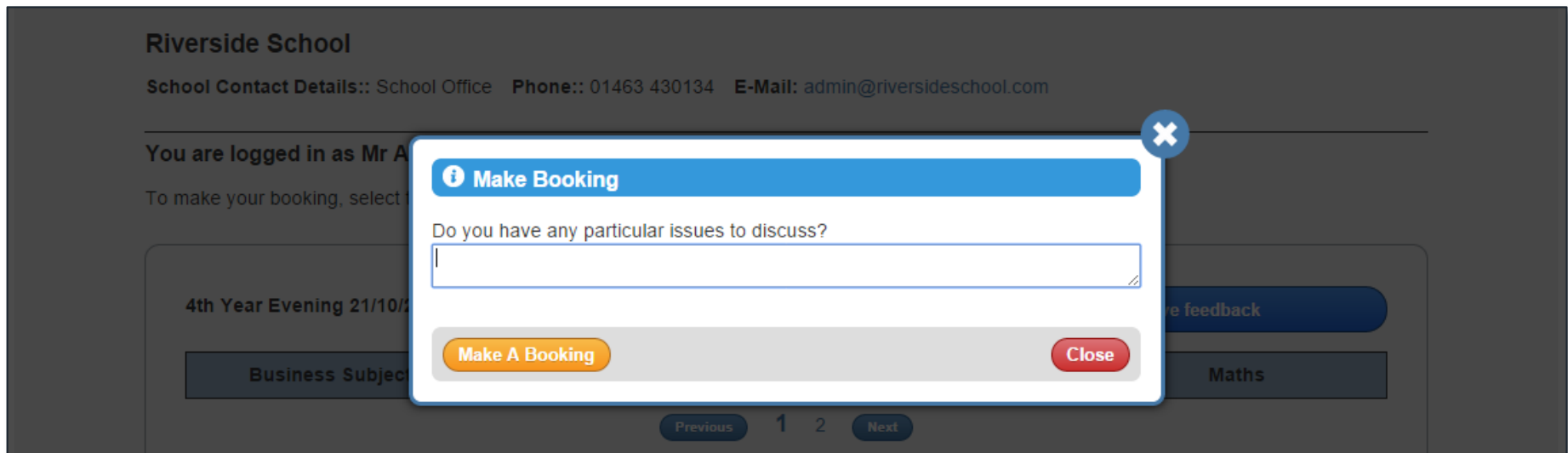
[How to make a booking](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)

- Parents can make a comment with each of their appointments.
- These comments are seen by teachers in advance of the appointment.
- The purpose is so that parents identify discussion topics in advance and teachers are able to be better prepared for these.



Riverside School
School Contact Details:: School Office Phone:: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr A

To make your booking, select

4th Year Evening 21/10/2023

Business Subject

Maths

Previous 1 2 Next

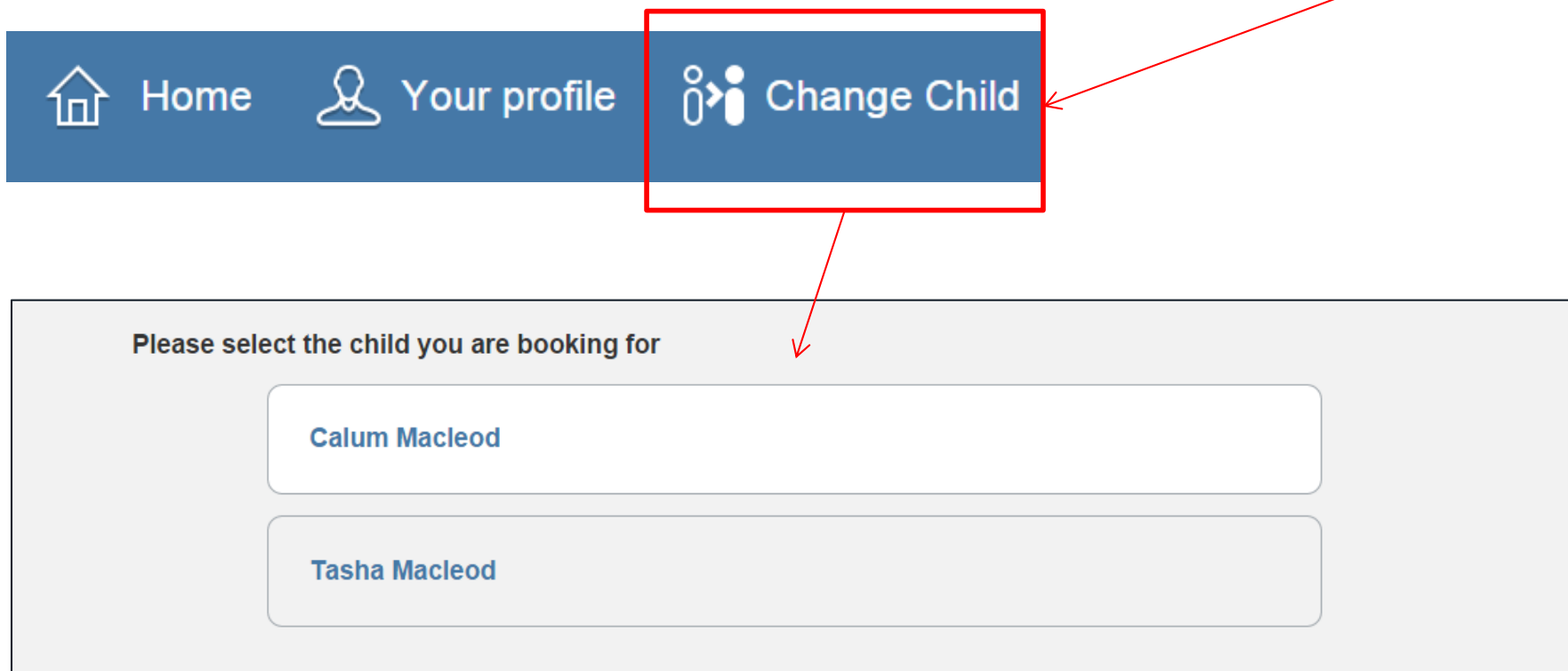
Give feedback

Make Booking

Do you have any particular issues to discuss?

Make A Booking Close

Parents can toggle between their children without having to log out and back in, using the blue navigation bar at the top of the page.



The screenshot shows the top navigation bar with three options: 'Home' (house icon), 'Your profile' (person icon), and 'Change Child' (two people icon). The 'Change Child' option is highlighted with a red box and a red arrow pointing to it from the text above. Below the navigation bar, a dropdown menu is open, showing the text 'Please select the child you are booking for'. The dropdown contains two options: 'Calum Macleod' and 'Tasha Macleod'. A red arrow points from the 'Change Child' button to the dropdown menu.

Home Your profile **Change Child**

Please select the child you are booking for

Calum Macleod

Tasha Macleod

Making a booking for another of my children



Parents' Evening
Booking System

Parents print or e-mail their schedule (using the controls to the right of the booking table) and take it along on the night.

Print your bookings

Email your bookings

profile Change Child Video Tutorials Help Desk Help File Log-out

Riverside School

Riverside School
Parents' Booking System

Parents' Evening: 4th Year Evening
School Contact Details
School Office admin@riversideschool.com 01463 430134

Dear Mr Barry

Your appointments on 21/10/2014
10 minutes is the maximum time possible for each appointment
after 10 minutes the next parent will be due to start their appointment with the teacher

Date	Time	Student Name	Register Class	Teacher Name	Subject	Room
Tuesday 21/10/2014	18.10	Calum Macleod	3S	Miss Potter	English	
Tuesday 21/10/2014	18.30	Calum Macleod	3S	Mrs Ross	Accountancy	
Tuesday 21/10/2014	18.50	Calum Macleod	3S	Miss Neill	Geography	
Tuesday 21/10/2014	19.00	Tasha Macleod	3S	Mrs Ross	Accountancy	
Tuesday 21/10/2014	19.10	Tasha Macleod	3S	Miss Potter	English	

If you have any queries, please do not hesitate to contact School Office on the telephone number shown above.

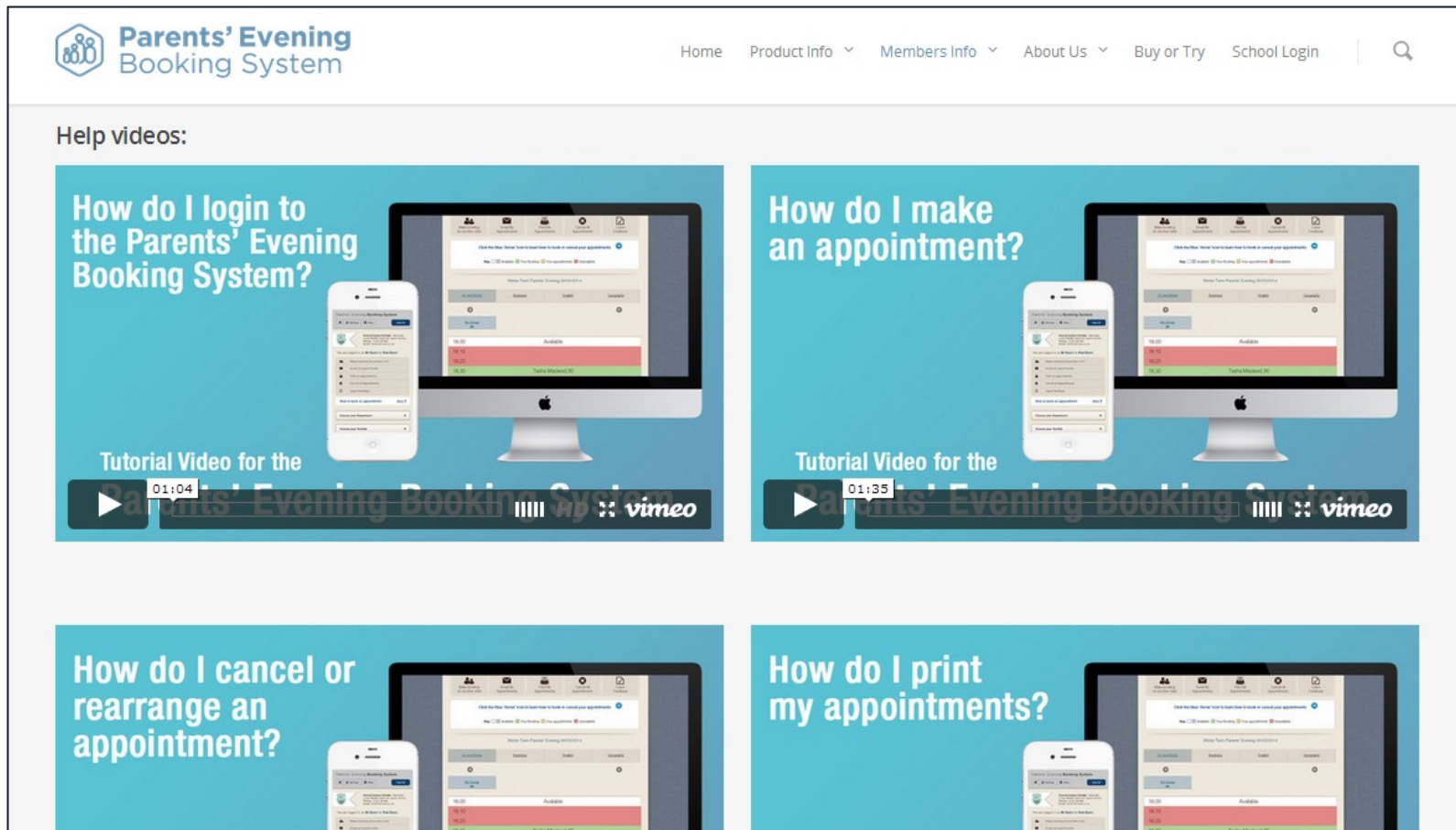
We look forward to seeing you on 21/10/2014 evening meeting.

Riverside School

Print

Help videos

Help videos which explain how parents use the software are available on our Website, here: <http://parents-booking.com/instructions-for-parents/>



The screenshot shows the homepage of the Parents' Evening Booking System. The header includes the logo, navigation links (Home, Product Info, Members Info, About Us, Buy or Try, School Login), and a search icon. Below the header, the 'Help videos:' section displays four video thumbnails:

- How do I login to the Parents' Evening Booking System?** Tutorial Video for the Parents' Evening Booking System. Duration: 01:04.
- How do I make an appointment?** Tutorial Video for the Parents' Evening Booking System. Duration: 01:35.
- How do I cancel or rearrange an appointment?** Tutorial Video for the Parents' Evening Booking System. Duration: 01:04.
- How do I print my appointments?** Tutorial Video for the Parents' Evening Booking System. Duration: 01:35.

Each thumbnail features a smartphone and a desktop monitor displaying the booking system interface. The videos are hosted on Vimeo.