

# Parents' Guide for Booking Appointments

Browse to <https://padnellinfantschool.parentseveningsystem.co.uk/>



(Screenshot for most login cases)

A screenshot of the "Parents' Evening System" login page. The page has a green header with the text "Parents' Evening System" and a welcome message. Below the header, there are two sections: "Your Details" and "Student's Details".  
**Your Details:** Fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com).  
**Student's Details:** Fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000).  
A green "Log In" button is located at the bottom left of the form.

## 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.

Please use your child's legal forename.

A screenshot of the "Primary School Parents' Evening" selection page. The page has a green header with the text "Primary School Parents' Evening". Below the header, there is a message: "This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception." To the right, there is a section titled "Click a date to continue:" with two options: "Thursday, 16th March" and "Friday, 17th March", each with a right-pointing arrow and a link "Open for bookings". At the bottom, there is a link "I'm unable to attend".

## 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*.

A screenshot of the "Choose Booking Mode" page. The page has a green header with the text "Choose Booking Mode". Below the header, there is a message: "Select how you'd like to book your appointments using the option below, and then hit Next." There are two radio button options: "Automatic" (selected) and "Manual".  
**Automatic:** Automatically book the best possible times based on your availability.  
**Manual:** Choose the time you would like to see each teacher.  
A green "Next" button is located at the bottom left of the form.

## 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.

### Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Andrew

Miss B Patel  
Class 10E

Continue to Book Appointments

## 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.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

### Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments
Cancel Appointments

## 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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 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.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Add Appointment
✕

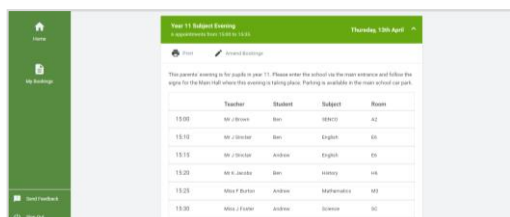
Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

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.



The screenshot shows the 'My Bookings' page for Year 11 Subject Evening on Thursday, 13th April. It features a table of booked appointments:

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Sinclair	Ben	English	E6
Mr J Sinclair	Andrew	English	E6
Mr J Sinclair	Ben	History	H4
Miss F Burton	Andrew	Mathematics	M2
Miss J Fisher	Andrew	Science	S2

## 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*.