# "How to" ~ Guide for Parents' Evening On-line Booking System

## Web page: www.christletonhigh.parentseveningsystem.co.uk

A link to this website can be accessed from the school website "Latest news" on the home page.

| Christleton High School  | Step 1a ~ Login   |
|--|---|
| Parents' Evening System  Welcome to the Christleton High School 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  Email Address Phone Number  Child's Details  First Name Surname Registration Class | Please complete all boxes  Please note: Student's first name is their "preferred" forename (do not use abbreviations)  Registration class must be for example: 7BA1, 8BA2, 9BY1, 10B1, 11L2, L61, U62  "Login & Continue" |
|  | "Login & Continue"  |





# Step 1b ~ Welcome page

Scroll down to click on green tick to select chosen Parents' Evening

|                   | epartment the teacher is in, then select the teacher from the list of teachers within the department. If you don't wish to see a particular |
|-------------------|---|
| eacher, click the | red cross to remove them.  Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary. |
|                   |   |
| ¥ Art             | ₩ Mrs A JONES ▼   |
| M DT              | Mrs A WILLIAMS 💌  |
| × English         | Mrs A FOSTER  |
| K Fr              | ₩ Mrs S STEWART ■   |
| <b>K</b> Hist     | Mrs H LAIDLER   |
| X ICT             | Miss L HAMILTON •   |
| Maths             | Mrs C HAMER   |
| X RE              | Miss J EDWARDS •  |
| X Science         | Miss A ARENDS •   |
|                   |   |

# **Step 2 ~ Choose Teachers**

We have pre-populated your child's subject teachers for you.

You can de-select a teacher at this stage; however, you can also opt not to select a time at the next step.(If you delete a subject teacher in error, you can re-select using the blank box)

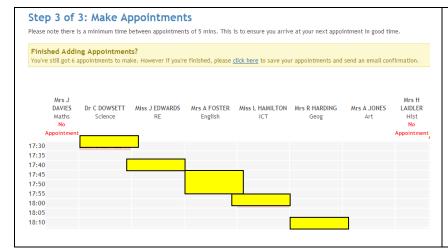
"Continue to book appointments"



## **Step 3a ~ Make Appointments**

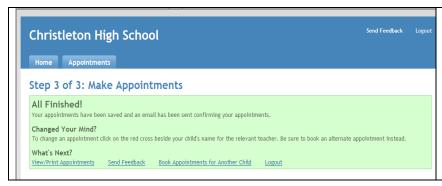
Select the preferred time under the appropriate teacher then click "Book"

Please only click once; it may take a few seconds to process.



#### Step 3b ~ Finished?

"Click Here" to save your appointments and receive your email confirmation.



## Step 3c ~ Finished

View / print your appointment list from here.

Or "Logout"



#### **View Appointments**

If you want to make changes:

"Add/Edit/Delete appointments" This will take you back to **Step 2.** 

Reselect teachers if necessary and Click "Continue to modify appointments" at the bottom of the page. Follow through the next steps again.

You will receive a confirmation email each time you save changes.

#### Logged out and want to make changes at a later date?

You can make amendments to your appointments at any time until the session is closed.

Login in and select "Manage Appointments" from the welcome page.