

Parents' Guide for Booking Appointments

Browse to <https://almondhill.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

Email Address Confirm Email Address

Child's Details

First Name Surname DoB dd/mm/yyyy

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

Select a parents' evening to add appointments:

 **Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for. If your child's teacher does not have availability for the evening you have selected, then their name will not appear on the next screen and you won't be able to book an appointment for the session chosen.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments booked.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teacher you wish to see is selected in green.

Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

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

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to save your changes.

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. To send the school feedback about this system, click on "Send Feedback".

The screenshot displays a web interface for viewing appointments. At the top, there are 'Home' and 'Appointments' tabs. On the left, a sidebar contains 'Print Appointments' and 'Select Evening' (with a sub-item 'Parents' Evening 24/01/2013'). The main content area is titled 'Your Appointments' and shows a grid of time slots from 16:00 to 17:25. Several slots are filled with subject names and teacher names, such as 'Mr A Pirkinney - Geography (H5)' at 16:20, 'Mr J Atkinson - English (E5)' at 16:25, 'Mr A Gray - French (L2)' at 16:40, 'Mr K Jacobs - History (H6)' at 16:50, and 'Mrs L Vernon - Mathematics (M4)' at 17:00. To the right of the grid, there is a 'Parents' Evening' section with a note: 'This parents' evening is the school via the main for the Main Hall where Parking is available in th'. Below this note is a date field 'Date: 24/01/2013' and a link 'Add/Edit/Delete' with a pencil icon.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the “Appointments” tab.

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.