Online Parents Evening Booking Instructions

1. A text invitation will be sent out to the parent with priority number 1:-



2. When you click on the link in the text message, you will be taken to a parental log in webpage. You will need to type in the **first name** of one of your children and **click confirm**.

Parenta	l Login	
Your child's first na	me:	
N@me		
	Confirm	

3. You will then see your child's name(s), their teacher's name(s) and their class(es).

00 F	oarent	seve	ening
You have :	2 slots to choos	e.	
David	Mr Sinclair	4a	Please Choose
Jimmy	Mrs Waters	3b	Please Choose

4. When you click on the **"please choose"** box, you will be taken to a **"Make Booking"** page which will list all of the **available** time slots.

	g	Make Bookin		
ir (4a)	Dav <mark>id</mark> to see <mark>Mr</mark> Sincle	a booking for	re now making	You a
		Book	4:00 PM	Tue 27 Aug 2019
		Book	4:10 PM	,
		Book	4:20 PM	
		Book	4:30 PM	
L.	1	Book	4:40 PM	
	5	Book	4:50 PM	
	1	Book	5:00 PM	
	5	Book	5:10 PM	
	5	Book	5:20 PM	
		Book	5:30 PM	
		Book	5:40 PM	
		Book	5:50 PM	
		Book	6:00 PM	
		Book	6:10 PM	
		Book	6:20 PM	
		Book	6:30 PM	
		Book	6:40 PM	

5. When you **choose a time slot**, you will see the following pop up box detailing your child's name, teacher, class, date and time before you **confirm**.

Book Slot	5:20 PM	Book	
You are going to book a slo	t for David with Mr Sir	nclair (4a) on Tu	ie 27 Aug 2019 at 6:30 PM

6. You will then be taken back to the previous page where you can follow the steps again for any other children you have in school. You will only have to do this once if you don't have any other children at Spring Vale Primary.

You have	1 slot to choose		
David	Mr Sinclair	4a	Booked 6:30 PM
Jimmy	Mrs Waters	3b	