

Online Parents Evening Booking Instructions

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

Parents Evening booking:
Click to book:
https://gb11.behaviourwatch.co.uk/public/gb/parents_evening/login.html?url_code=xxxxxxxxxxx

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 **legal first name** of one of your children and **click confirm**. If your child's name is double barrelled (two names separated by a -), you will need to type it in full.

Parental Login

Your child's first name:

Confirm

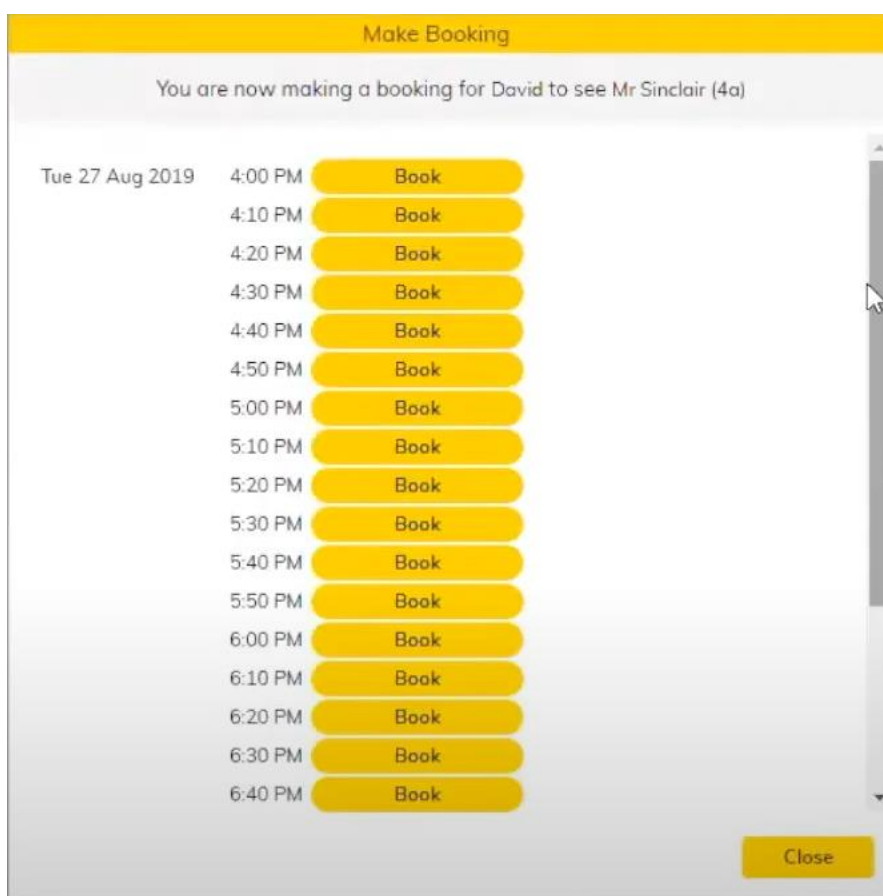
3. You will then see your child's name(s), their teacher's name(s) and their class(es).

 parentsevening

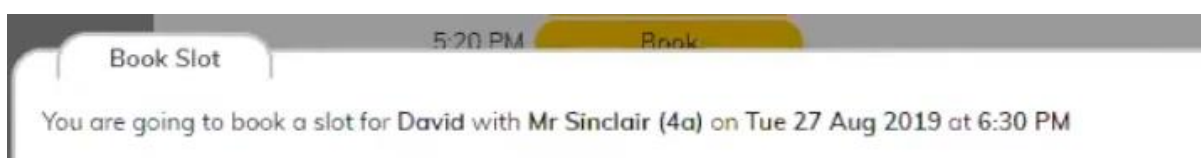
You have 2 slots to choose.

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.



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**.



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.**

