



## Parents' Guide for Booking Appointments

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

### 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 title, surname and your child's first name, surname and date of birth.

### 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*.

### Step 3: Select Booking Mode

Choose Manual so you can select the staff that you wish to see based on the times you're available to attend. Then press *Next*.

### 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.

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.

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.

Mr J Brown  
SENCO (A2)  
Ben

Miss B Patel  
Class 10E (H3)  
Andrew

Mrs A Wheeler  
Class 11A (L1)  
Ben

16:30		✓	
16:40			
16:50	+		+
17:00			+

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

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*.

Home

My Bookings

Amend Bookings

Print

Year 11 Subject Evening

Supperclub from 18:00 to 19:00

Thursday, 12th April

Print

Amend Bookings

Use parents' evening to fix page to year 11. Please enter the subject on the main entrance and follow the signs for the kitchen table where this evening is taking place. (starting to available in the main school car park).

Teacher	Student	Subject	Room
18:00	Mr J Brown	Ben	SENCO A2
18:10	Mr J Brown	Ben	English B1
18:15	Mr J Brown	Andrew	English B1
18:20	Mr J Brown	Ben	History B1
18:25	Miss B Patel	Andrew	Mathematics B1
18:30	Miss A Wheeler	Ben	Science B1