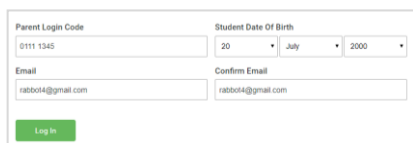


# Parents' Guide for Booking Appointments

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

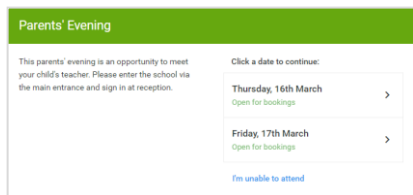


Parent Login Code: 0111 1345  
Student Date Of Birth: 20 July 2000  
Email: rabbot4@gmail.com  
Confirm Email: rabbot4@gmail.com  
Log In

## 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.

Enter your unique login code shared by the school.

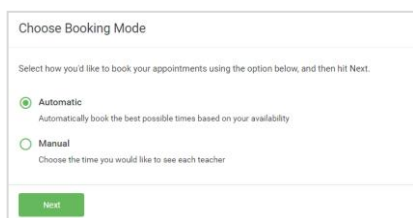


Parents' Evening  
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.  
Click a date to continue:  
Thursday, 16th March  
Friday, 17th March  
I'm unable to attend

## 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*.

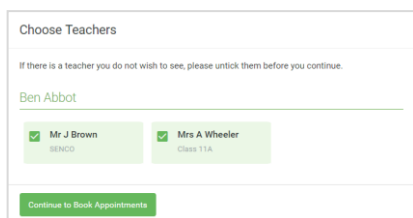


Choose Booking Mode  
Select how you'd like to book your appointments using the option below, and then hit Next.  
Automatic: Automatically book the best possible times based on your availability.  
Manual: Choose the time you would like to see each teacher.  
Next

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

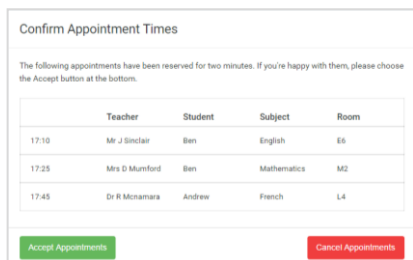


Choose Teachers  
If there is a teacher you do not wish to see, please uncheck them before you continue.  
Ben Abbot  
Mr J Brown (SENCO)  
Mrs A Wheeler (Class 11A)  
Continue to Book Appointments

## 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.

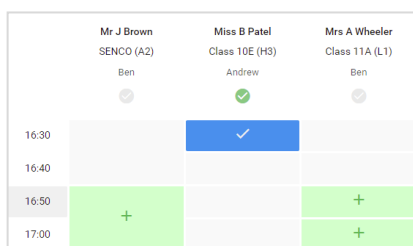


Confirm Appointment Times  
The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.  
Table with 5 columns: Teacher, Student, Subject, Room, Time.  
17:10 Mr J Sinclair Ben English E6  
17:25 Mrs D Mumford Ben Mathematics M2  
17:45 Dr R Monama Andrew French L4  
Accept Appointments Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



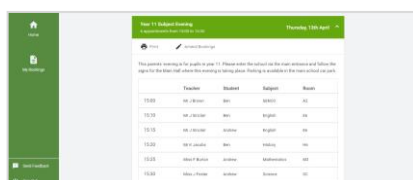
Mr J Brown (SENCO (A2)) Ben  
Miss B Patel (Class 10E (H3)) Andrew  
Mrs A Wheeler (Class 11A (L1)) Ben  
16:30  
16:40  
16:50  
17:00

## 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.

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.



My Bookings  
Table with 5 columns: Teacher, Student, Subject, Room, Time.  
16:50 Mr J Brown Ben English E6  
17:00 Mrs A Wheeler Ben English E6  
17:10 Mrs D Mumford Ben Mathematics M2  
17:25 Mrs D Mumford Ben Mathematics M2  
17:45 Mrs D Mumford Ben Mathematics M2

## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.