

# Parents' Guide for Booking Appointments

Browse to [www.bennett.parentseveningsystem.co.uk](http://www.bennett.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:  Registration Class:

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

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.

**Step 2 of 3: Choose Teachers**

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

<input checked="" type="checkbox"/>	English	<input type="text" value="Mr J Atkinson"/>
<input checked="" type="checkbox"/>	French	<input type="text" value="Mr A Gray"/>
<input checked="" type="checkbox"/>	Geography	<input type="text" value="Mr A Pinkney"/>
<input checked="" type="checkbox"/>	History	<input type="text" value="Mr K Jacobs"/>
<input checked="" type="checkbox"/>	Mathematics	<input type="text" value="Mrs L Vernon"/>
<input checked="" type="checkbox"/>	Physical Ed	<input type="text" value="Mrs E Paton"/>
<input checked="" type="checkbox"/>	Science	<input type="text" value="Ms J Estaphan"/>

## Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20	Busy	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:35	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:40	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:45	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:50	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:55	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
17:00	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>

**Confirm & Add Message**

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

65 characters left

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. **Optionally** enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, 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

**What's Next?**

[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

## Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Home Appointments

Print Appointments

Select Evening

Parents' Evening  
24/01/2013

Your Appointments

16:00  
16:05  
16:10  
16:15  
16:20 Mr A Pinkney - Geography (H5)  
16:25  
16:30 Mr J Atkinson - English (E5)  
16:35  
16:40 Mr A Gray - French (L2)  
16:45  
16:50 Mr K Jacobs - History (H6)  
16:55  
17:00 Mrs L Vernon - Mathematics (M4)  
17:05  
17:10  
17:15  
17:20  
17:25

Parents' Evening  
This parents' evening is the school via the main for the Main Hall where Parking is available in the  
Date: 24/01/2013

Add/Edit/Delete

## Viewing/Editing/Printing Appointments

Click the “Appointments” tab to view and print your appointments. Please bring a print out of your appointment times to the parents’ evening.

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.