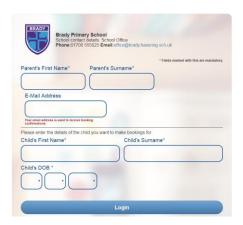# Guide to using the Parents' Evening Booking System

From the school website home page http://www.bradyprimaryschool.co.uk click on the Parents tab and then click Parents Evening Booking.

Then click on the Parents' Evening Booking link which will take you to the Parents' Evening Booking System login page.

 (Also found here: http://www.parents-booking.co.uk/bradyprimary9xa).

Here you enter your details and those of the child whose Parents' Meeting it is. Please note that all details must match those held currently on the school database. You must also enter the login details correctly, any spelling mistakes or using 'Bill' instead of 'William' will prevent you from entering.

Making your appointments

Once logged in you will be able to see the Parents' Evenings that are available for your child.

Click on the link to open up the booking table which shows the class subjects available for the evening.

Click on the subject to show the class teacher, then click on the available time slot you would like. (The system will ask you for any comments; these will be sent to the teacher prior to the meeting. You do not need to make a comment to complete a booking.) Then click 'Make Booking'.

Repeat the above two steps for all of the teachers that you wish to make appointments with.

Editing/Cancelling appointments

You can click on your booked appointments at any time and edit the comments or delete the bookings if needed.

As you make appointments these will appear at the top of the screen and are shown on the booking slots so that you do not double book yourself.

Printing or E-Mailing Appointment Confirmation

Your appointments can be printed out or emailed, to the email address that we have on record, by using the **Print My Appointments** or **Email My Appointments** buttons at the top of the page. You do not need to print or e-mail your confirmation to save your bookings. Bookings are saved automatically.

Make a Booking for Another Child

Usually, the software will show a button in the top left (under the school logo, beside E-Mail Appointments) called 'Make a Booking for Another Child'. Using this, you can toggle to your other children and make a booking for them using the same process. If this button does not appear as an option, you will need to Log Out (top right corner) and log back with the other child's details.