

# Parents' Guide for Booking Appointments

Browse to [www.hanhamwoods.parentseveningsystem.co.uk](http://www.hanhamwoods.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: Mrs  
 First Name: Rachael  
 Surname: Abbot

Email: rabbot4@gmail.com  
 Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben  
 Surname: Abbot  
 Date Of Birth: 20 July 2000

[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.

Please use your child's preferred forename.

**Primary 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  
Open for bookings >
- Friday, 17th March  
Open for bookings >

[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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

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

**Choose Teachers**  
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

**Ben**

Mr J Brown  
SENCO

Mrs D Mumford  
Mathematics

Mr J Sinclair  
English

Mrs A Wheeler  
Class 11A

**Andrew**

Miss F Barton  
Mathematics

Dr R McNamara  
French

Mr J Sinclair  
English

[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.

You may book other teachers not listed on the screen by pressing the *Add Another Teacher* button.

**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.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should 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.

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.

**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](#)

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.

**Year 11 Subject Evening**  
Completed: Wednesday 19th April 2018

[Print](#) [Amend Bookings](#)

This parents evening is for pupils in year 11. Please enter the school on 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.

Teacher	Student	Subject	Room
15:05	Mr J Brown	Ben	SENCO A2
15:10	Mr J Sinclair	Ben	English B6
15:15	Mr J Sinclair	Andrew	English B5
15:20	Mr R Jacobs	Ben	History H6
15:25	Miss F Barton	Andrew	Mathematics M5
15:30	Miss J Holder	Andrew	Science S2

## 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*.