# Parents' Guide for Booking Appointments

Browse to https://wcejs.parentseveningsystem.co.uk/

ning Systen	n	
	ooking system. Appointments can be amended ensure your email address is correct.	
e Su	Irname	
ę	Smith	
Co	nfirm Email Address	
jo	john.smith@gmail.com	
Surname	Registration Class	
Smith	7D3	
	e Surname	

#### Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

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

Registration class - 3W, 3J, 3S, 4W, 4J, 4S, 5W, 5J, 5S, 6W, 6J, 6S

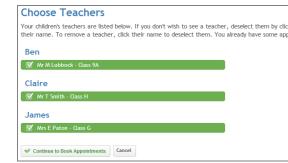
#### Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

### Step 3: Choose Teacher

Your child's teacher will appear.

Click on the Continue button to proceed.



Select a parents' evening to add appointments:

Date: 24/01/2013 Time: 16:00 - 20:30

This parents' evening is for all pupils. Please enter the school via th main entrance and follow the signs for the Main Hail where this evening is taking place. Parking is available in the main school car park.

 $\checkmark$ 

Continue

l via the

Parents' Evening

	Class 8E L7 <b>No Appointment</b>
	No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

#### **Step 4: Book Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your 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 sur
What's Next? Send Feedback Logout

#### Step 5: Finished

You will receive an email confirmation of your appointments.

## IF YOU HAVE ANY PROBLEMS USING THE ONLINE SYSTEM, PLEASE CONTACT THE SCHOOL OFFICE AND WE WILL BE HAPPY TO BOOK IN AN APPOINTMENT ON YOUR BEHALF.