

# Parents' Guide for Booking Appointments

Browse to <https://wcejs.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 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

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.

**Choose Teachers**

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

**Ben**

Mr M Lubbock - Class 9A

**Claire**

Mr T Smith - Class H

**James**

Mrs E Paton - Class G

## Step 3: Choose Teacher

Your child's teacher will appear.

Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7
	No Appointment
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	Busy
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	Busy
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

## 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 sure to save your changes.

**What's Next?**

[View/Print Appointments](#) [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.**