

# Parents' Guide for Booking Appointments

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

Title	First Name	Sumame					
Mrs •	Rachael	Abbot					
Email		Confirm Email					
rabbot4@gmail.	oum	rabbol4@gmail.com					
rabbol4@gmail. Student's De First Name		rabbol4@gmail.com					

Click a date to continue: Thursday, 16th March

Friday, 17th March

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 note that the details you enter here must match those we have on the school records for your son/daughter.

## 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.



is parents' evening is an opportunity to meet ur child's teacher. Please enter the school via main entrance and sign in at reception.

## Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



### Step 4: 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.

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.

<b>*</b>		Year 11 Subject Evening 5 appointments Trans 13:00 to 15:05					
	ð ***	/ Americanop	<u>.</u>				
a tankaya	The parents' evening in fire pages in year 11. Bease even the school via the main extrance and follow the origins for the Main Hall where this evening is taking place. Parking is analable in the main school car park.						
		Teacher	Student	Subject	Room		
	15.00	ML20045	84	58ND0	A2		
	15.13	We 2 Sector	fer:	English	84		
	15.15	Mh 2 Sinclair	Andree	Explore	84		
	15.22	MR K Jacoba	East.	History	16		
of Freedoock	1525	Max Filefort	Attre	Mathematics	340		
e tar	15.20	Mailfolde	Andree	Science			

### Step 5: 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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on Amend Bookings.