

# Parents' Guide for Booking Appointments

Browse to <https://debohun.parentseveningsystem.co.uk/>

## 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.

Date of birth – eg 26/11/2005

**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:  Confirm Email:

**Student's Details**

First Name:  Surname:  Date Of Birth:

## Step 2: Select Parents' Evening

Click on the date you wish to book.

**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 3: Select Booking Mode

Select manual

**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

### 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 A Wheeler

Class 11A

Andrew

☒

Miss B Patel

Class 10E

Continue to Book Appointments

## Step 4: 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

## 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.

Home

My Bookings

Amend Bookings

Sign Out

### Year 11 Student Evening

Thursday, 18th April

The parent evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where the evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Wheeler	Ben	English	01
Mr J Wheeler	Andrew	English	01
Mr J Wheeler	Ben	History	01
Miss B Patel	Andrew	Mathematics	01
Miss B Patel	Andrew	Science	01

## 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*.