## **Parents' Guide for Booking Appointments**

Browse to https://fullbrook.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 First Name Surname Mr ▼ John Smith Email Address Confirm Email Address john.smith@gmail.com john.smith@gmail.com Child's Details DoB dd/mm/yyyy Smith 26/11/2005 Sarah ✓ Login & Continue

#### 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).

Date of birth - eg: 26/11/2005



# Step 2: Select the parents evening that is suitable for your child

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

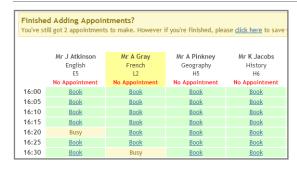


### Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

We would recommend selecting all teachers.

Click on the Continue button to proceed.



#### **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.



#### Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.



### **Viewing/Editing/Printing Appointments**

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.

IF you have any Issues please email onlineservices@fullbrook.surrey.sch.uk