

Guide for Booking Appointments

Go to <https://torquaygirlsgrammar.parentseveningsystem.co.uk>

The screenshot shows a login form with the following fields: 'Parent Login Code' with the value '0111 1345', 'Student Date Of Birth' with a date picker set to '20 July 2000', 'Email' with the value 'rabbo04@gmail.com', and 'Confirm Email' with the value 'rabbo04@gmail.com'. A green 'Log In' button is located at the bottom left of the form.

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. Enter your unique login code shared by the School.

The screenshot shows a screen titled 'Parents' Evening'. It contains a green header bar, a paragraph of text, and a section titled 'Click a date to continue:'. This section lists two dates: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings'. At the bottom, there is a blue link that says 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book. If you are unable to attend, click *I'm unable to attend*.

The screenshot shows a screen titled 'Choose Booking Mode'. It includes a heading, a paragraph of text, and two radio button options: 'Automatic' (selected) and 'Manual'. Below the 'Automatic' option is the text 'Automatically book the best possible times based on your availability'. Below the 'Manual' option is the text 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

The screenshot shows a screen titled 'Choose Teachers'. It includes a heading, a paragraph of text, and a list of teachers. 'Ben Abbot' is listed at the top. Below it are two teacher cards: 'Mr J Brown' (BENCO) and 'Mrs A Wheeler' (Class 11A), both with green checkmarks. A blue link 'Add a Teacher' is below the cards. At the bottom is a green button that says 'Continue to Book Appointments'.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

You may book other teachers not listed on the screen by clicking *Add a Teacher*.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments (which are held for 2 minutes). To keep them, choose *Accept* at the bottom left.

If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet and try again, or switch to manual booking mode (Step 5b).

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

Please leave a message for the teacher to say what you would like to discuss during your appointment.

Once you are finished booking all of your appointments, press *click here* at the top of the page in the alert box, to finish the booking process.

Year 11 Subject Evening Thursday, 10th April

This evening meeting is for year 11. Please enter the school on the main website and follow the signs for the Atrium Hall when this evening meeting starts. Parking is available at the main school car park.

Teacher	Student	Subject	Room
17:00	Mr Johnson	Ben	Maths
17:10	Mr Johnson	Ben	English
17:15	Mr Johnson	Andrew	English
17:20	Mr A. Smith	Ben	History
17:25	Miss J. Brown	Andrew	Mathematics
17:30	Miss J. Brown	Andrew	Science

Step 6: Finished

You are now on the My Bookings page and all of 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*.