

Parents' Guide for Booking Appointments

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

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
rabbot4@gmail.com	rabbot4@gmail.com	

Students' Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

Log In

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.

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 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*.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown
SENCO
- Mrs A Wheeler
Class 11A

Continue to Book Appointments

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.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

My Bookings

View 11 Bookings

This parent's evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Year 11 Hall where the evening is taking place. Parking is available in the rear school car park.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A1
Mr J Brown	Ben	English	11
Mr J Brown	Andrew	English	11
Mr J Brown	Ben	History	11
Miss B Patel	Andrew	Mathematics	11
Miss A Wheeler	Andrew	Science	11

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*.