

# Parents Booking

**Parent Guide**

## On the Agenda:



How do I login?



Dashboard



Suggest Bookings for Me



Make/Edit My Own Bookings



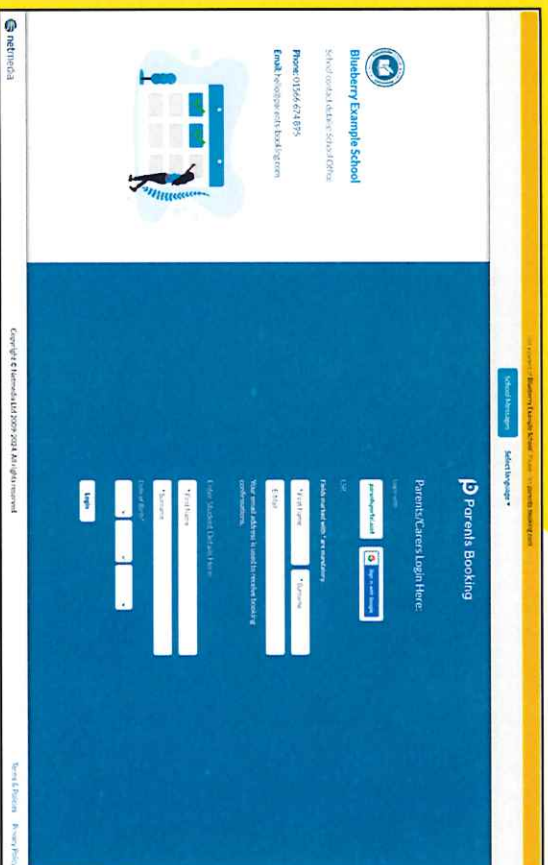
Joining Video Meetings



Sharing Your Video Meetings with Others



Booking an Event/Club



On the login page you will be able to login using one or more of the following ways:

- A single sign-on button, e.g. Google
- A Magic Link sent to the parent's email
- By typing in some personal information
- Using a username and password

## How do I login?

Your school will send you an invite. This invite has a web link for your school's login page, which may be through other technology your school already used, OR a login page similar to the screenshot on the left.

If you do not know where to login, search for your school at

[www.parents-booking.co.uk](http://www.parents-booking.co.uk), or

[www.parents-booking.live](http://www.parents-booking.live) (America and Canada), or

[www.parentsbooking.com.au](http://www.parentsbooking.com.au) (Australia)

### Advice:

- If you do not know your login details, check your invite email. This typically explains exactly what to type in.
- If you still cannot login, contact your school using the contact information on the login page.



# Dashboard

After logging in you will be shown any parents' evenings, events or clubs that are open or forthcoming.

For parents' evenings, you have two choices of how to make appointments, with explanations for both on the following slides:

- Suggest Bookings for Me
- Make/Edit My Own Bookings

You can also make event, club or wraparound bookings by clicking on their names.

Parents Booking
CHANGE CHILD    HELP    LANGUAGE: ENGLISH (UK)    YOUR PROFILE    LOG-OUT

Blueberry Example School

**Welcome Mrs Trish Smith**

[Send school feedback](#)    [Video Settings](#)

**School contact details**

School Office: 01566 674 695    [help@parents-booking.com](mailto:help@parents-booking.com)

**Parent-Teacher Meetings**

Name of Group	Parent Evening	Date	Start	End
Winter Term	<a href="#">Parents Evening</a> <a href="#">Suggest Bookings for Me</a> <a href="#">Make/Edit My Own Bookings</a> <a href="#">View My Appointment Schedule</a> <a href="#">Create Link to Share Meeting(s)</a>	13th Feb 2024	2:00 PM	4:30 PM
		14th Feb 2024	5:30 PM	7:30 PM

**School Events**

Name of group	Event	Date	Start	End
Term 3	Abolddin	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM
Term 3	The Lion King	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM

**School Clubs**

Name of Group	School Club Name	Frequency	From	Until
Term 3	Breakfast Club	Recurring	14/01/2024	31/03/2024
Term 3	Archery Club	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	Chess Club	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	Drama Club	Weekly	10th Oct 2024 4:30 PM	10th Dec 2024 6:30 PM

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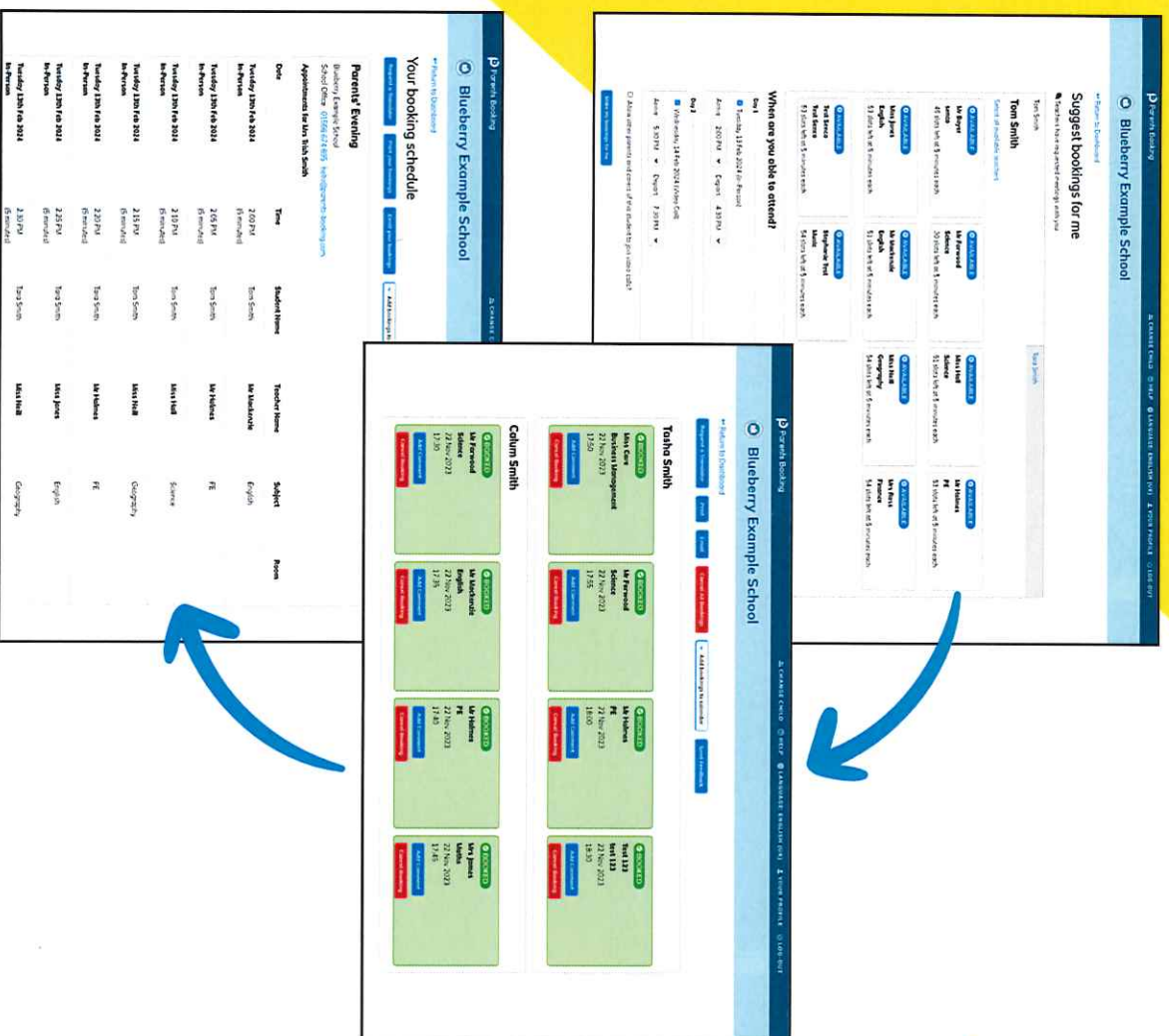
# Suggest Bookings for Me

The Suggest Bookings for Me option is our wizard, which will ask you:

1. To choose the teachers you want to book (across multiple students, if applicable), and
2. When you are available

The magic of Parents Booking then calculates the most efficient order for your appointments.

One you have confirmed your appointments, you can send yourself an email or print your schedule, and then you're done!



**Parents Booking** Blueberry Example School

**Suggest bookings for me**

Tom Smith

When are you able to attend?

Book 1 Sunday, 11 Feb 2023 at 10:00

Book 2 Wednesday, 14 Feb 2023 at 10:00

Book 3 Friday, 16 Feb 2023 at 10:00

Book 4 Monday, 20 Feb 2023 at 10:00

Book 5 Wednesday, 22 Feb 2023 at 10:00

Book 6 Friday, 24 Feb 2023 at 10:00

Book 7 Sunday, 27 Feb 2023 at 10:00

Book 8 Tuesday, 1 Mar 2023 at 10:00

Book 9 Thursday, 3 Mar 2023 at 10:00

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Book 20 Friday, 27 Mar 2023 at 10:00

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Book 43



# Make/Edit My Own Bookings

To make appointment times for yourself, or to edit your appointments, use the Make Bookings for Myself on the Dashboard.

To make appointments:

1. Select the correct subject
2. Select the correct teacher (if there are multiple)
3. Click on Book to make the appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have previously made.

When you are finished you can print or e-mail your appointment confirmation from the right panel.

Parents Booking

Blueberry Example School

Return to Dashboard

Create bookings for Tom Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Parents' Evening 13th Feb 2024 (In-Person)

Subject	Teacher	Test	Music	PE
English	2	3	1	1
Finance	2	1	1	1
Science	2	1	1	1

Mrs Ross  
Finance

Time	Duration	Action	Status
2:00 PM	5 mins	Modify	THE BOOKING
2:05 PM	5 mins	Book	APPOINTMENT
2:10 PM	5 mins	Book	AVAILABLE
2:15 PM	5 mins	Book	AVAILABLE
2:20 PM	5 mins	Book	AVAILABLE
2:25 PM	5 mins	Book	AVAILABLE
2:30 PM	5 mins	Book	AVAILABLE
2:35 PM	5 mins	Book	AVAILABLE
2:40 PM	5 mins	Book	AVAILABLE
2:45 PM	5 mins	Book	AVAILABLE

**Your appointments**

Mrs Ross  
Finance  
Tom Smith  
2:05 PM, 13th Feb 2024

Mr Holmes  
PE  
Tom Smith  
2:05 PM, 13th Feb 2024

Booking instructions  
Print your bookings  
Email your bookings  
Request a Transfer  
Cancel all bookings  
Add bookings to calendar