

# Parents' Guide for Booking Appointments



**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: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

## Step 1: Login

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

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

**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

Friday, 17th March

[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 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

## 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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

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

**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 D Mumford (Mathematics)  Mr J Sinclair (English)  Mrs A Wheeler (Class 11A)

**Andrew**

Miss F Burton (Mathematics)  Dr R McNamara (French)  Mr J Sinclair (English)

## 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'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

**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 McNamara	Andrew	French L4

## Step 5a (Automatic): Book Appointments

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

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

Teacher	Student	Room
Mr J Brown (SENCO (A2))	Ben	Ben
Miss B Patel (Class 10E (H3))	Andrew	Andrew
Mrs A Wheeler (Class 11A (L1))	Ben	Ben

16:30: [Blue box with checkmark]

16:40: [Grey box]

16:50: [Green box with +]

17:00: [Green box with +]

## 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.

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.

**Year 11 Subject Evening**

11:00 AM - 12:00 PM

Thursday, 13th April

This parent evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Meadowhead when the evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
11:00	Mr J Brown	Ben	SENCO A2
11:10	Mr J Sinclair	Ben	English A6
11:15	Mr J Sinclair	Andrew	English A6
11:20	Mr K Jacobs	Ben	History A6
11:25	Miss F Burton	Andrew	Mathematics A6
11:30	Miss J Foster	Andrew	Science A6

## 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*.