Parents' Guide for Booking Appointments



Browse to https://lightwoods.parentseveningsystem.co.uk

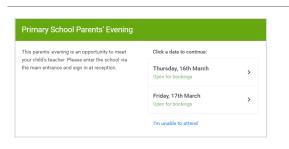
/our Details					
Title	First Name	Suma	Sumame Abbot		
Mrs •	Rachael	Abb			
Email		Confirm Email	I		
rabbot4@gmail.com		rabbot4@gma	rabbot4@gmail.com		
Student's De	tails	e	Date Of Birth		
Ben	Abbot		20 • July • 20	• 000	

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.

Please use your child's legal name(s).

If you have more than one child within the school enter either as you should see sibling(s) once logged in.



Select how you'd like to book your appointments using the option below, and then hit Next

Automatically book the best possible times based on your availability

Choose the time you would like to see each to

Choose Booking Mode

Automatic

Manual

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.

Step 3:	Select	Booking	Mode
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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.



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.

he following appointments have been reserved for two minutes. If you're happy with them, please choose ne 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).



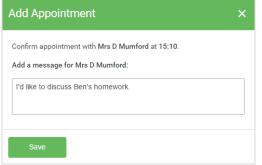


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Step 5b (Manual): Book Appointments

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.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

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.

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.