

Parents' Guide for Booking Appointments

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

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 **First Name** **Surname**

Email Address **Confirm Email Address**

Child's Details

First Name **Surname** **Registration Class**

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Registration class – eg: 10Y

Select a parents' evening to add appointments:

 **Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the main hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick to remove a teacher, click their name to deselect them.

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Esaphum - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res/Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lupton - Class 9A
<input checked="" type="checkbox"/>	Dr R Moamara - French
<input checked="" type="checkbox"/>	Dr H Moamara - German
<input type="checkbox"/>	Dr S Mierdel - Science
<input checked="" type="checkbox"/>	Alex D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr Y Stoddell - PE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

Click on the Continue button to proceed.

Remember there is a minimum time between appointments of 5 minutes. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English PT	Mr A Gray French FT	Mr A Pilbury Geography HT	Mr K Jacobs History HS	Ms J Verham Mathematics MT
16:00	Book	Book	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30

My comments of:

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!
 Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
 To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
[View Your Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

Home Appointments

Print Appointments

Select Evening

Parents Evening
21/07/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	M. A. Simons - Geography (25)
16:25	M. J. Adams - Maths (23)
16:30	
16:35	M. A. Gray - French (12)
16:40	
16:45	M. K. Smith - History (16)
16:50	
16:55	M. J. Adams - Maths (23)
17:00	
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Evening
 This period evening is the period via the stairs for the Main Hall where Parking is available in U
 Date: 24/07/2013

Add/Edit/Delete

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.