## **Parents' Guide for Booking Appointments**

Browse to <a href="https://bristolbrunel.parentseveningsystem.co.uk/">https://bristolbrunel.parentseveningsystem.co.uk/</a>

Paren	ts' Eveniı	ng Syst	em	
				m. Appointments can be amend email address is correct.
Your Do	etails			
Title	First Name		Surname	
Mr 💌	John		Smith	
Email Address			Confirm Email Address	
john.smith@gmail.com			john.smith@gmail.com	
Child's First Nam		Surname		DoB dd/mm/yyyy

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointment 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).

Date of birth - e.g.: 26/11/2005



## Step 2: Select Parents' Evening

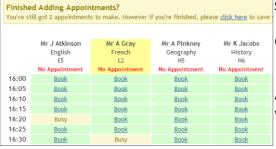
Click the green tick to select the parents' evening you want to make appointments for.



#### Step 3: Check Teachers

Your child's teachers will appear.

Click on the Continue button to proceed.



## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

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.



# Step 5: Finished

After booking your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.



## **Viewing/Editing/Printing Appointments**

Click the "Appointments" tab to view and print your appointment.

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.