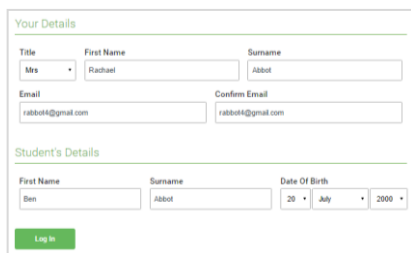


Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

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

Student's Details

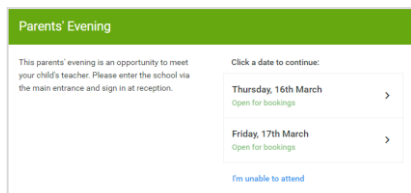
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the page with your son/daughter's legal names, then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



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
Open for bookings

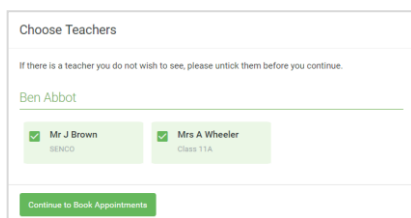
Friday, 17th March
Open for bookings

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 Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (SENCO)

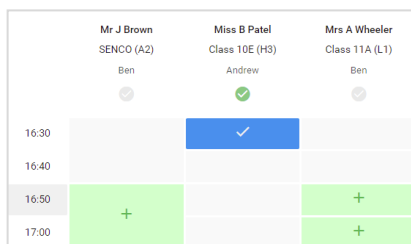
Mrs A Wheeler (Class 11A)

Continue to Book Appointments

Step 4: Choose Teachers

Select the staff that you'd like to book appointments with.

A green tick indicates they're selected. To de-select, click on their name.



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 5: 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.



My Bookings

Teacher	Subject	Subject	Room
Mr J Brown	Maths	Maths	A1
Mr J Brown	Maths	English	A1
Mr J Brown	Maths	English	A1
Mr J Brown	Maths	Mathematics	A1
Mr J Brown	Maths	Maths	A1

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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.