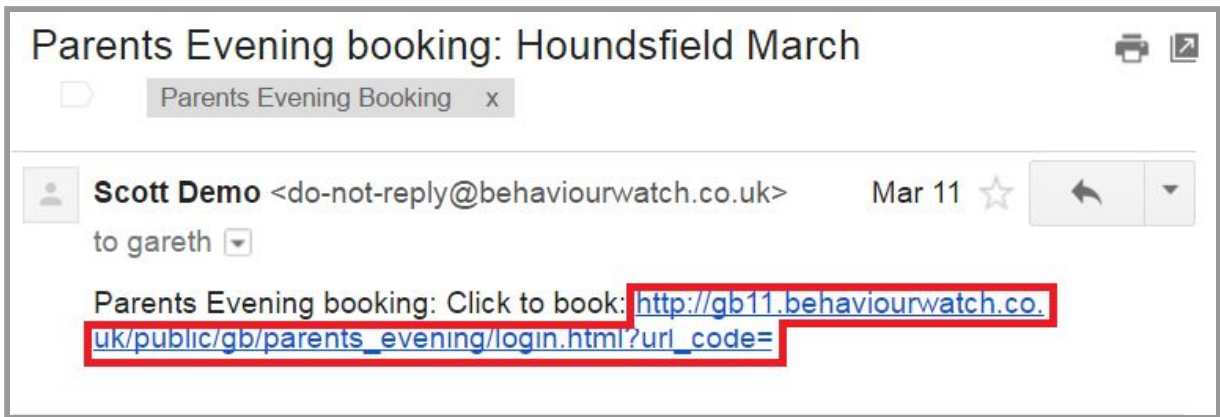**parentsevening**

User Manual For Parents

Computer Version

This user manual is to instruct you on the process you need to follow to book your child in for parents evening on the computer.

First, you will receive a unique web link via email as shown in the image below. You cannot reply to this email.

Do not be alarmed by the words 'behaviourwatch' in the web link. It is simply the program your school is using in order to make these appointments available.

Click the link to open a web page asking for your child's first name. If you have more than one child in the school then you can enter any of their names to start booking all of their appointments. This is the only login information you need.

Enter your child's name and click 'Confirm'.
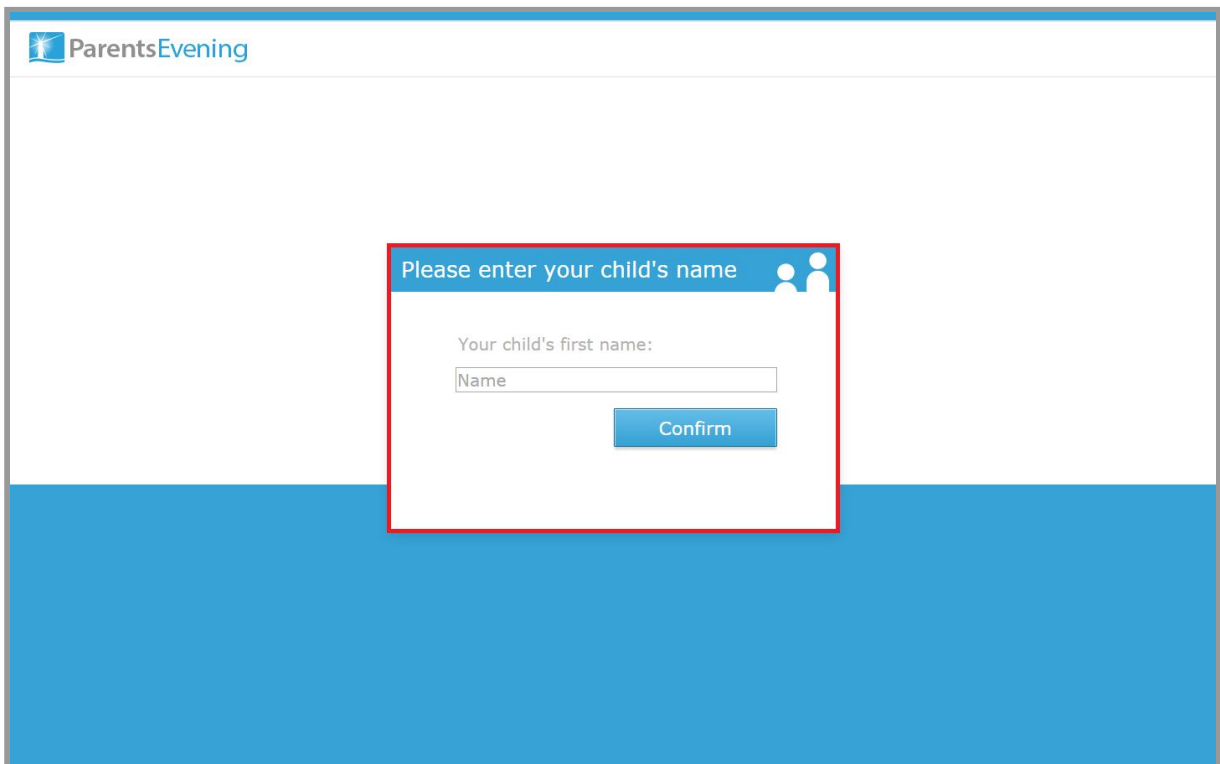
Once you have entered your child's name, the window will tell you how many slots you have to choose. Beneath this you will see your children next to their teacher's name and classes. Click on 'Please Choose' to start booking.
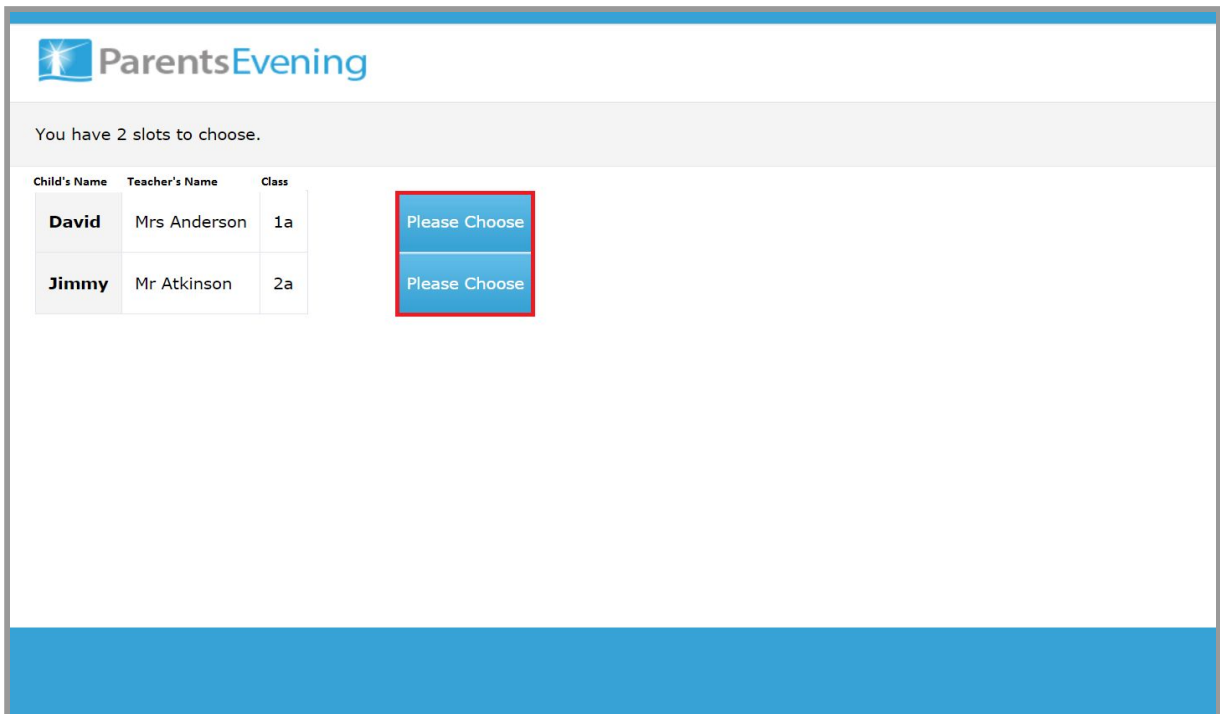
The next screen shows where you can book to see the teacher with a list of dates and times with a blue 'Book' button beside them. When a slot is 'Unavailable,' it simply means someone else has booked that time. Find the available time and date you want and click on 'Book'.
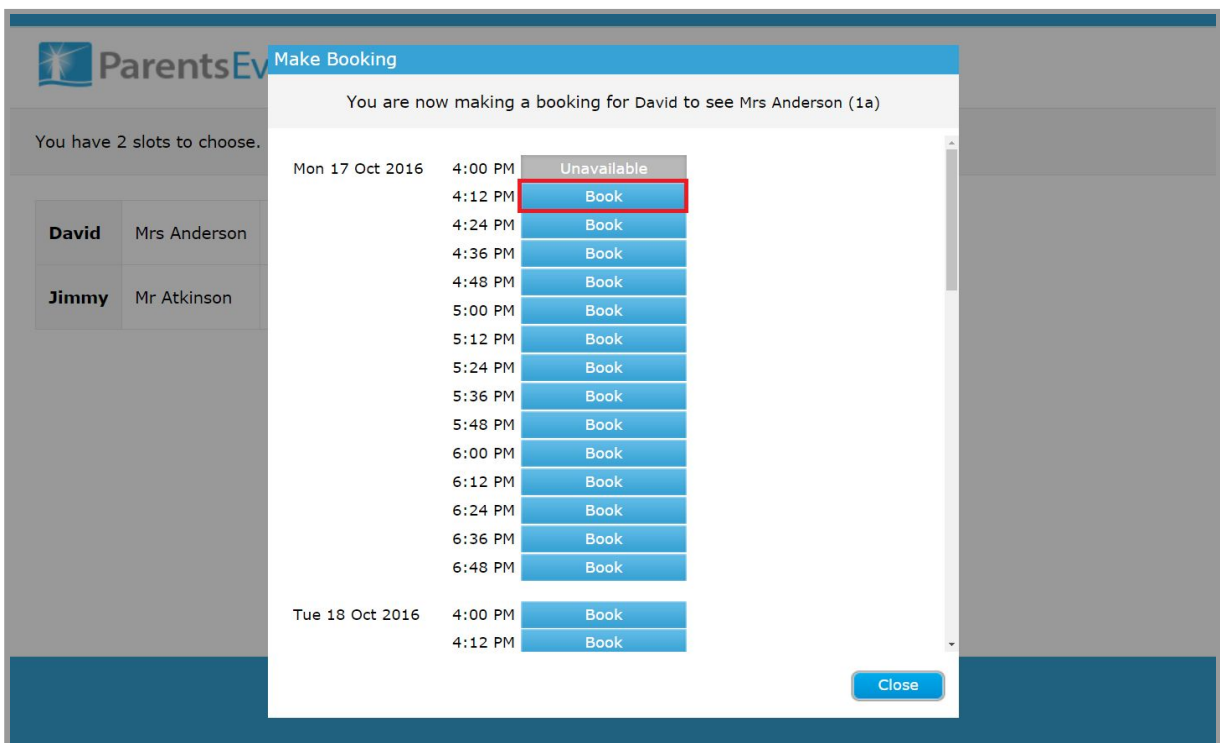
Once you have selected a time you may be able to add some notes if your school has allowed this option.. You can type as much as you want in this box and it will be seen by the teacher. You then need to click 'Book this slot' to confirm it or 'Cancel' if you wish to go back and select a different time.
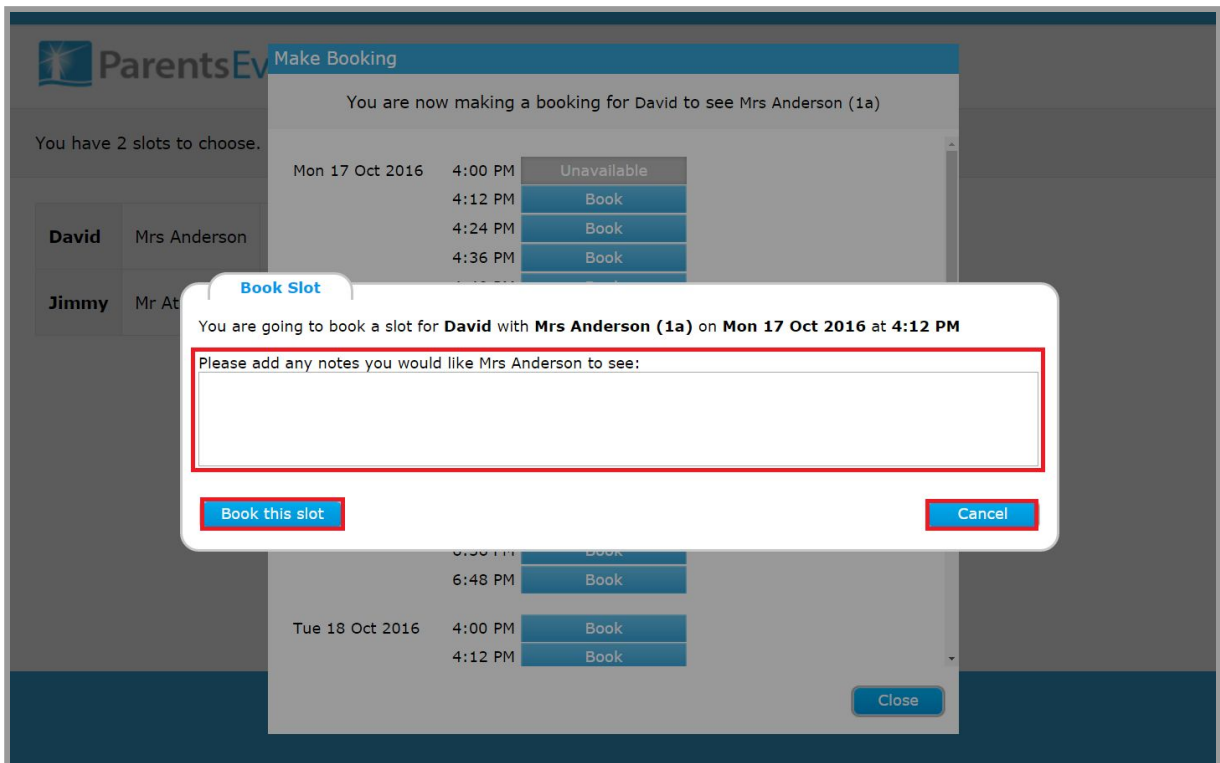
Once you have booked your appointments, you will see the selected times and dates in green where it used to say 'Please Choose.'
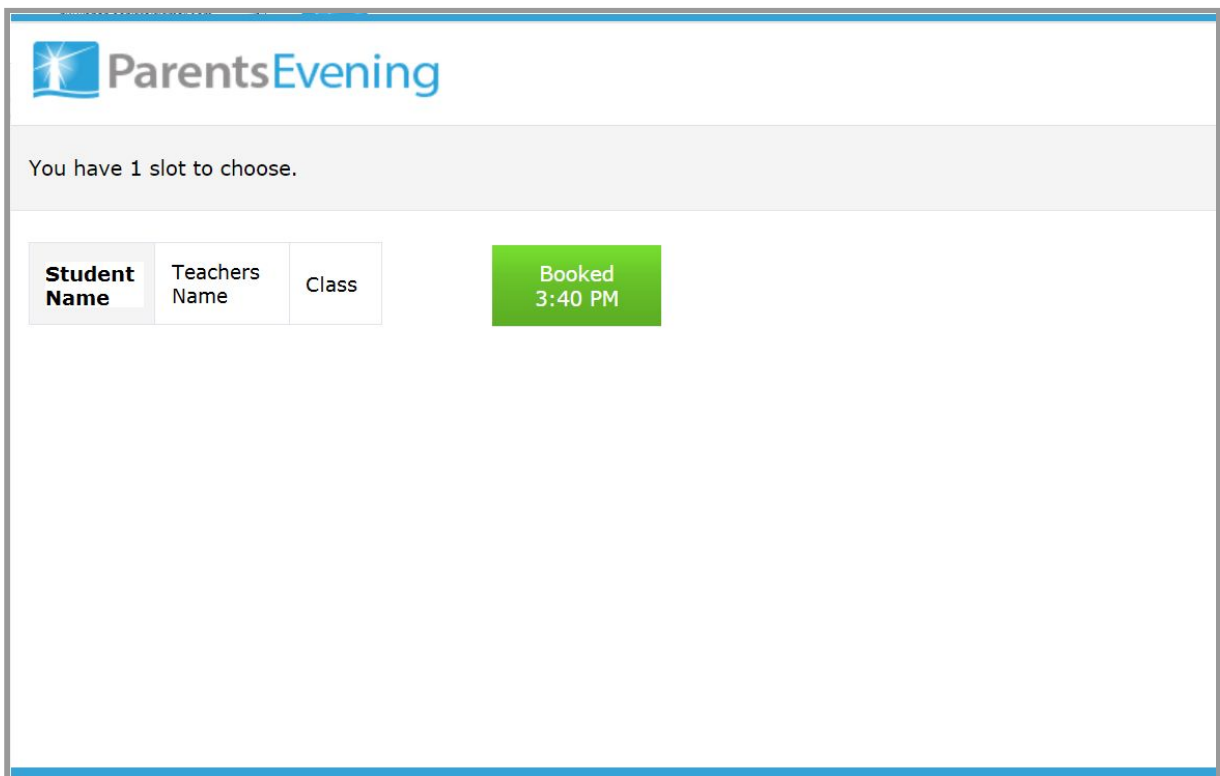
To unbook a slot you need to click your link again and re-enter your child's name to return to the page with the times and dates you have booked in. Click on the time you wish to unbook.

This will take you back to a page listing the dates and time. Click on the button that currently says 'Booked' in green.

A pop-up will appear asking if you want to unbook the slot. Click 'Yes' to unbook or 'No' to cancel.
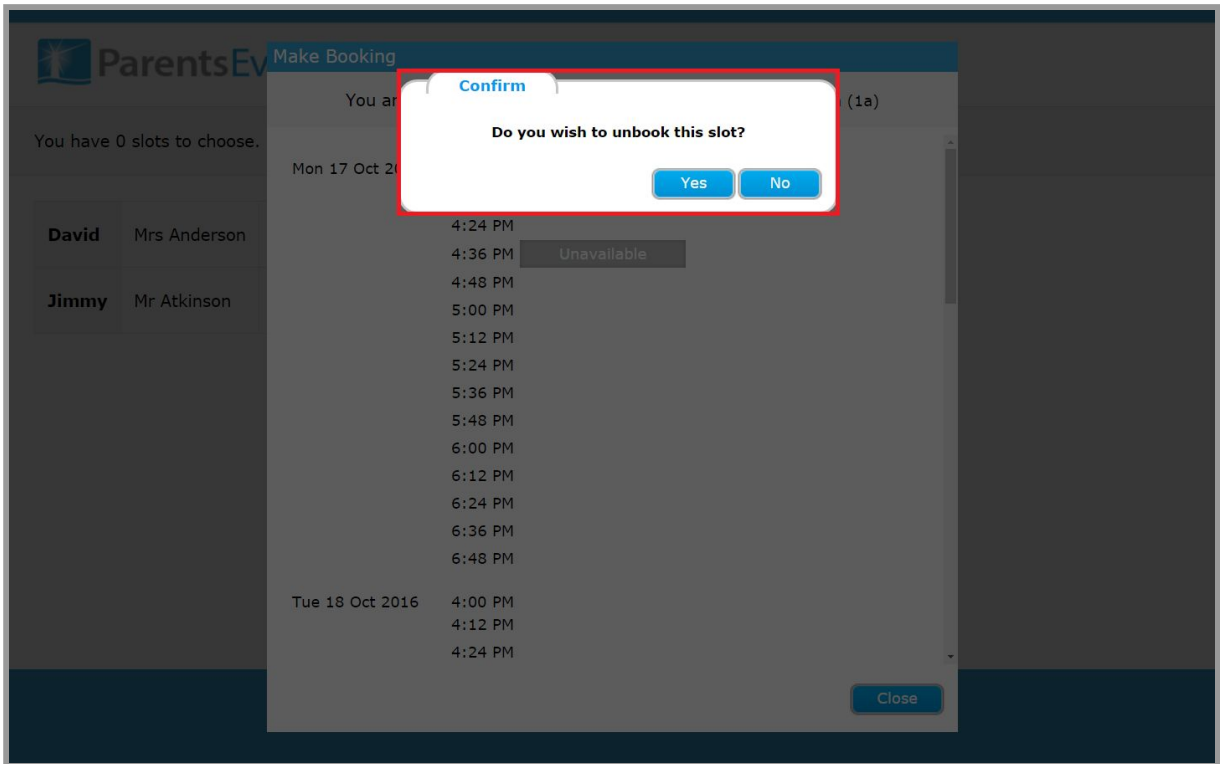
Once you have unbooked your slot, follow the steps in this guide to book a new slot.