

Parents' Guide for Booking Appointments

<https://fpss.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
Mr <input type="text"/>	John <input type="text"/>	Smith <input type="text"/>
Email Address		Confirm Email Address
john.smith@gmail.com <input type="text"/>		john.smith@gmail.com <input type="text"/>

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah <input type="text"/>	Smith <input type="text"/>	26/11/2005 <input type="text"/>

Step 1: Login

Please fill out all of 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).

Date of birth – eg: 26/11/2005

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



Continue

Step 2: Select Parents' Evening

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

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

<input checked="" type="checkbox"/>	English	Mr J Atkinson
<input checked="" type="checkbox"/>	French	Mr A Gray
<input checked="" type="checkbox"/>	Geography	Mr A Pinkney
<input checked="" type="checkbox"/>	History	Mr K Jacobs
<input checked="" type="checkbox"/>	Mathematics	Mrs L Vernon
<input checked="" type="checkbox"/>	Physical Ed	Mrs E Paton
<input checked="" type="checkbox"/>	Science	Ms J Estaphan

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your 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/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

Step 5: Finished

After booking all 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.

The screenshot shows a web interface with a blue header containing 'Home' and 'Appointments' tabs. Below the header, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main area is titled 'Your Appointments' and displays a list of time slots from 16:00 to 17:25. Several slots are filled with appointment details:

Time	Teacher	Subject
16:20	Mr A Pinkney	Geography (H5)
16:30	Mr J Atkinson	English (E5)
16:40	Mr A Gray	French (L2)
16:50	Mr K Jacobs	History (H6)
17:00	Mrs L Vernon	Mathematics (M4)

On the right side, there is a 'Parents' Evening' section with text: 'This parents' evening is the school via the main for the Main Hall where. Parking is available in th'. Below this is the date 'Date: 24/01/2013' and a link 'Add/Edit/Delete' with a pencil icon.

Viewing/Editing/Printing Appointments

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