



Parents Booking

Parent Guide

On the Agenda:



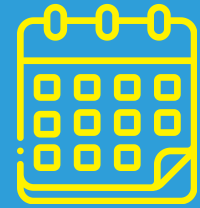
How do I login?



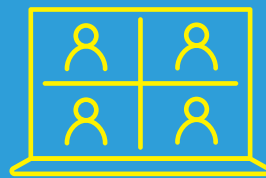
Dashboard



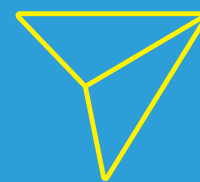
Suggest Bookings for Me



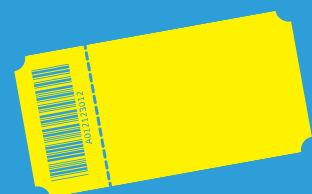
Make/Edit My Own Bookings



Joining Video Meetings



Sharing Your Video Meetings with Others



Booking an Event/Club

Not a parent of Blueberry Example School? Please visit parents-booking.com

School Messages Select language ▾

Parents Booking

Parents/Carers Login Here:

Login with

[parentsportal.co.uk](#) [Sign in with Google](#)

OR

Fields marked with * are mandatory.

* First Name * Surname

E-Mail

Your email address is used to receive booking confirmations.

Enter Student Details Here:

* First Name

* Surname

Date of Birth*

Login

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How do I login?

Your school will send you an invite. This invite has a web link for your school's login page, which may be through other technology your school already used, OR a login page similar to the screenshot on the left.

If you do not know where to login, search for your school at www.parents-booking.co.uk, or www.parents-booking.live (America and Canada), or www.parentsbooking.com.au (Australia)

On the login page you will be able to login using one or more of the following ways:

- A single sign-on button, e.g. Google
- By typing in some personal information
- Using a username and password

Advice:

- If you do not know your login details, check your invite email. This typically explains exactly what to type in.
- If you still cannot login, contact your school using the contact information on the login page.



Dashboard

After logging in you will be shown any parents' evenings, events or clubs that are open or forthcoming.

For parents' evenings, you have two choices of how to make appointments, with explanations for both on the following slides:

- Suggest Bookings for Me
- Make/Edit My Own Bookings

You can also make event, club or wraparound bookings by clicking on their names.

The screenshot shows the 'Parents Booking' dashboard for 'Blueberry Example School'. The user is logged in as 'Mrs Trish Smith'. The dashboard is divided into three main sections: Parent-Teacher Meetings, School Events, and School Clubs. Each section contains a table of upcoming activities with details such as dates, times, and start/end times. Blue arrows point to specific elements in each table: the 'Suggest Bookings For Me' link in the Parent-Teacher Meetings table, the 'Aladdin' event in the School Events table, and the 'Breakfast Club' in the School Clubs table.

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Winter Term	Parents' Evening Suggest Bookings For Me Make/Edit My Own Bookings View My Appointment Schedule Create Link to Share Meeting(s)	13th Feb 2024	2:00 PM	4:30 PM
		14th Feb 2024	5:30 PM	7:30 PM

School Events

Name of Group	Event	Date	Start	End
Term 3	Aladdin	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM
Term 3	The Lion King	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM

School Clubs

Name of Group	School Club Name	Frequency	From	Until
Term 3	Breakfast Club	Recurring	14/01/2024	31/03/2024
Term 3	Archery Club	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	Chess Club	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	Drama Club	Weekly	10th Oct 2024 4:30 PM	10th Dec 2024 6:30 PM

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Return to Dashboard

Suggest bookings for me

Teachers have requested meetings with you.

Tom Smith | Tara Smith

Tom Smith

Select all available teachers

- Mr Beyer - senco (45 slots left at 5 minutes each)
- Mr Forwood - Science (30 slots left at 5 minutes each)
- Miss Hall - Science (51 slots left at 5 minutes each)
- Mr Holmes - PE (53 slots left at 5 minutes each)
- Miss Jones - English (53 slots left at 5 minutes each)
- Mr Mackenzie - English (51 slots left at 5 minutes each)
- Miss Neill - Geography (54 slots left at 5 minutes each)
- Mrs Ross - Finance (54 slots left at 5 minutes each)
- Test Senco - Test Senco (53 slots left at 5 minutes each)
- Stephanie Test - Music (54 slots left at 5 minutes each)

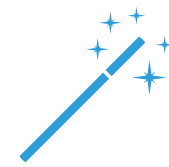
When are you able to attend?

Day 1: Tuesday 13 Feb 2024 (In-Person)
Arrive: 2:00 PM, Depart: 4:30 PM

Day 2: Wednesday 14 Feb 2024 (Video Call)
Arrive: 5:30 PM, Depart: 7:30 PM

Allow other parents and carers of this student to join video calls?

Make my bookings for me



Suggest Bookings for Me

The Suggest Bookings for Me option is our wizard, which will ask you:

1. To choose the teachers you want to book (across multiple students, if applicable), and
2. When you are available

The magic of Parents Booking then calculates the most efficient order for your appointments.

Once you have confirmed your appointments, you can send yourself an email or print your schedule, and then you're done!

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Return to Dashboard

Request a Translator | Print | Email | Cancel All Bookings | Add bookings to calendar | Send Feedback

Tasha Smith

- Miss Care - Business Management (22 Nov 2023 17:50) - BOOKED
- Mr Forwood - Science (22 Nov 2023 17:55) - BOOKED
- Mr Holmes - PE (22 Nov 2023 18:00) - BOOKED
- Test 123 - test 123 (22 Nov 2023 18:30) - BOOKED

Calum Smith

- Mr Forwood - Science (22 Nov 2023 17:30) - BOOKED
- Mr Mackenzie - English (22 Nov 2023 17:35) - BOOKED
- Mr Holmes - PE (22 Nov 2023 17:40) - BOOKED
- Mrs James - Maths (22 Nov 2023 17:45) - BOOKED

Parents Booking | Blueberry Example School

Return to Dashboard

Your booking schedule

Request a Translator | Print your bookings | Email your bookings | Add bookings to calendar

Parents' Evening

Blueberry Example School
School Office 01566 674 895 | hello@parents-booking.com

Appointments for Mrs Trish Smith

Date	Time	Student Name	Teacher Name	Subject	Room
Tuesday 13th Feb 2024 In-Person	2:00 PM (5 minutes)	Tom Smith	Mr Mackenzie	English	
Tuesday 13th Feb 2024 In-Person	2:05 PM (5 minutes)	Tom Smith	Mr Holmes	PE	
Tuesday 13th Feb 2024 In-Person	2:10 PM (5 minutes)	Tom Smith	Miss Hall	Science	
Tuesday 13th Feb 2024 In-Person	2:15 PM (5 minutes)	Tom Smith	Miss Neill	Geography	
Tuesday 13th Feb 2024 In-Person	2:20 PM (5 minutes)	Tara Smith	Mr Holmes	PE	
Tuesday 13th Feb 2024 In-Person	2:25 PM (5 minutes)	Tara Smith	Miss Jones	English	
Tuesday 13th Feb 2024 In-Person	2:30 PM (5 minutes)	Tara Smith	Miss Neill	Geography	



Make/Edit My Own Bookings

To make appointment times for yourself, or to edit your appointments, use the Make Bookings for Myself on the Dashboard.

To make appointments:

1. Select the correct subject
2. Select the correct teacher (if there are multiple)
3. Click on Book to make the appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have previously made.

When you are finished you can print or e-mail your appointment confirmation from the right panel.

Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Create bookings for Tom Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Parents' Evening 13th Feb 2024 (In-Person)

English	2	Finance	✓	Humanities	1	Music	1	PE	✓
Science	2	senco	1	Test	1				

Finance

Time	Duration	Action	Status
2:00 PM	5 mins	Modify	THIS BOOKING
2:05 PM	5 mins	Book	APPOINTMENT
2:10 PM	5 mins	Book	AVAILABLE
2:15 PM	5 mins	Book	AVAILABLE
2:20 PM	5 mins	Book	AVAILABLE
2:25 PM	5 mins	Book	AVAILABLE
2:30 PM	5 mins	Book	AVAILABLE
2:35 PM	5 mins	Book	AVAILABLE
2:40 PM	5 mins	Book	AVAILABLE
2:45 PM	5 mins	Book	AVAILABLE

Your appointments

Mrs Ross
Finance
Tom Smith
2:00 PM 13th Feb 2024

Mr Holmes
PE
Tom Smith
2:05 PM 13th Feb 2024

Booking instructions

Print your bookings

Email your bookings

Request a Translator

Cancel all bookings

Add bookings to calendar