

Parents' Guide for Booking Appointments

Browse to <http://trinityschoolcarlisle.parentseveningsystem.co.uk/>

The screenshot shows the login page with the following sections:

- Trinity** (header)
- Parents' Evening System** (sub-header)
- Welcome to the Trinity parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.
- Your Details** (form with fields for Title, First Name, Surname, Email Address, and Confirm Email Address)
- Child's Details** (form with fields for First Name, Surname, and Registration Class)
- Login & Continue** (button)

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you (please note if you have not previously supplied us with an email address we will add this information to our School Management Information System for future use. If you do not wish us to use this email address please contact jhn@trinity.cumbria.sch.uk.)

Please use your child's "preferred" forename that matches our records (no abbreviations).

Registration class – eg: 8ABC (Please omit the year group if your child is in the Sixth Form).

The screenshot shows the home page with the following elements:

- Trinity** (header)
- Home** and **Appointments** (navigation tabs)
- Welcome** (sub-header)
- Click on an event below to make appointments or browse to [Manage Appointments](#) to view/edit/delete current appointments.
- Year 8 parents Evening** (event card with date 24/06/2014, time 16:30 - 19:00, and a green Continue button)

Step 2: Select Parents' Evening

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

The screenshot shows the 'Choose Teachers' page with a list of teachers and their subjects. Each teacher's name has a green checkmark next to it, indicating they are selected. At the bottom, there is a 'Continue to Book Appointments' button and a 'Cancel' button.

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

The screenshot shows the 'Make Appointments' page with a table of appointment slots. A 'Confirm & Add Message' dialog box is open, allowing the user to confirm the appointment and add a message to the teacher. The dialog box includes a 'Confirm & Add Message' button and a 'Cancel' button.

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. To assist you in planning your evening there is a map located on the school website – simply scroll down on the home page to Parents' Evening Booking System. There is the facility to enter a short note to the teacher if you have a specific query.

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.

The screenshot shows the 'All Finished!' page with the following text:

- 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 to book an alternative appointment instead.
- What's Next?**
- [View/Print appointments](#) | [Send Feedback](#) | [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

To send the school feedback about this system, click on "Send Feedback".

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. 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.

The screenshot shows the 'Appointments' page with a table of appointments. The table has columns for 'Select Evening', 'Teacher', and 'Appointment Time'. A red cross icon is visible next to a teacher's name, indicating an appointment can be edited or deleted.