



# Parents' Evening Booking System



## Parents' Manual



- How do I login?
- How do I make appointments?
- Giving teachers a 'heads up'
- Making bookings for my other children
- Printing or e-mailing my schedule

Help videos which explain all of the above topics are available on our Website here: <http://parents-booking.com/instructions-for-parents/>

# How do I login?

1. Go to [www.parents-booking.co.uk/meldrumacademy](http://www.parents-booking.co.uk/meldrumacademy)

2. Next, login using  
your vital  
information.

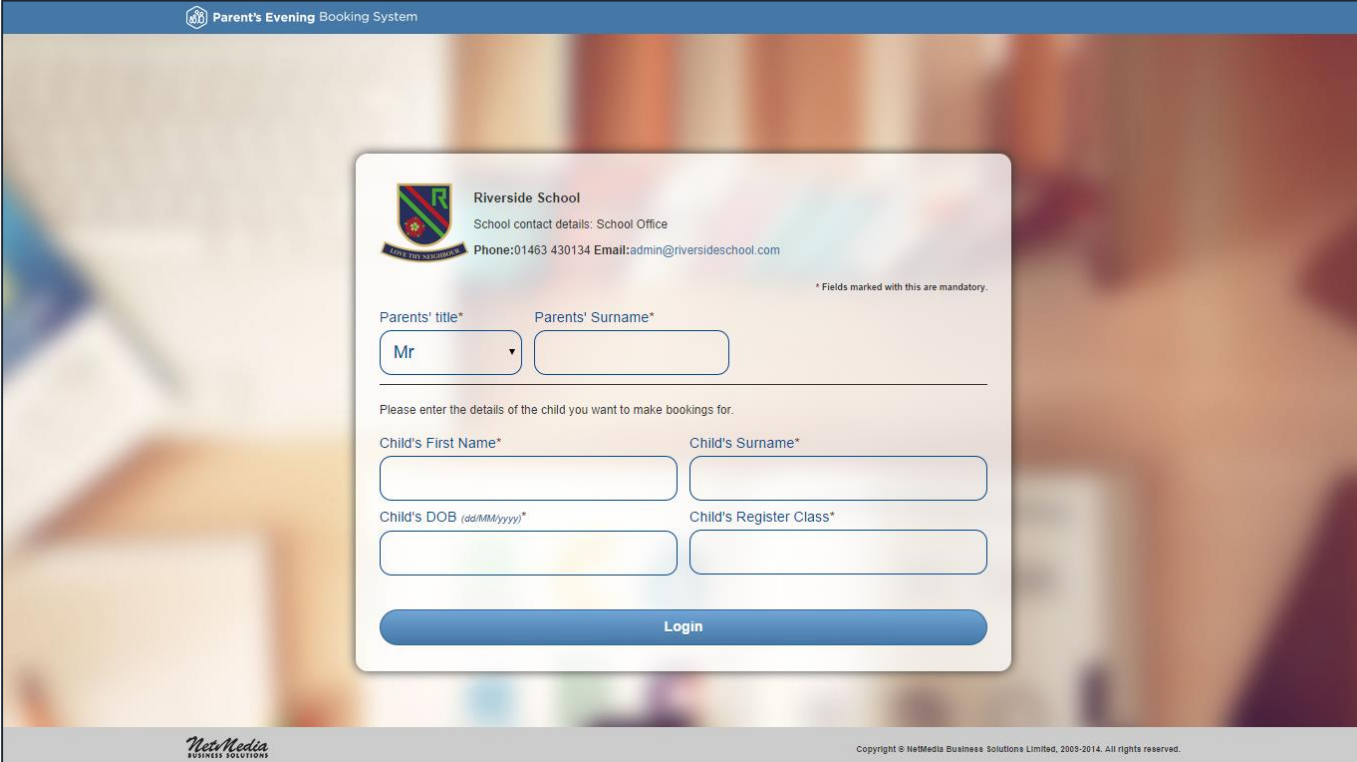
## Example login:

Mr Barry  
(e-mail, address)

Calum Macleod


21/03/2001

3S



The screenshot shows the login interface for the Parents' Evening Booking System at Riverside School. The page header includes the system name and school logo. The login form contains fields for Parents' title (a dropdown menu with 'Mr' selected), Parents' Surname, Child's First Name, Child's Surname, Child's DOB (with a date format hint 'dd/MM/yyyy'), and Child's Register Class. A blue 'Login' button is at the bottom of the form. A note indicates that fields marked with an asterisk are mandatory. The footer contains the NetMedia logo and copyright information.

Parent's Evening Booking System

 **Riverside School**  
School contact details: School Office  
Phone:01463 430134 Email:admin@riversideschool.com

\* Fields marked with this are mandatory.

Parents' title\* Parents' Surname\*

Mr

Please enter the details of the child you want to make bookings for.

Child's First Name\* Child's Surname\*

Child's DOB (dd/MM/yyyy)\* Child's Register Class\*

Login

NetMedia  
BUSINESS SOLUTIONS

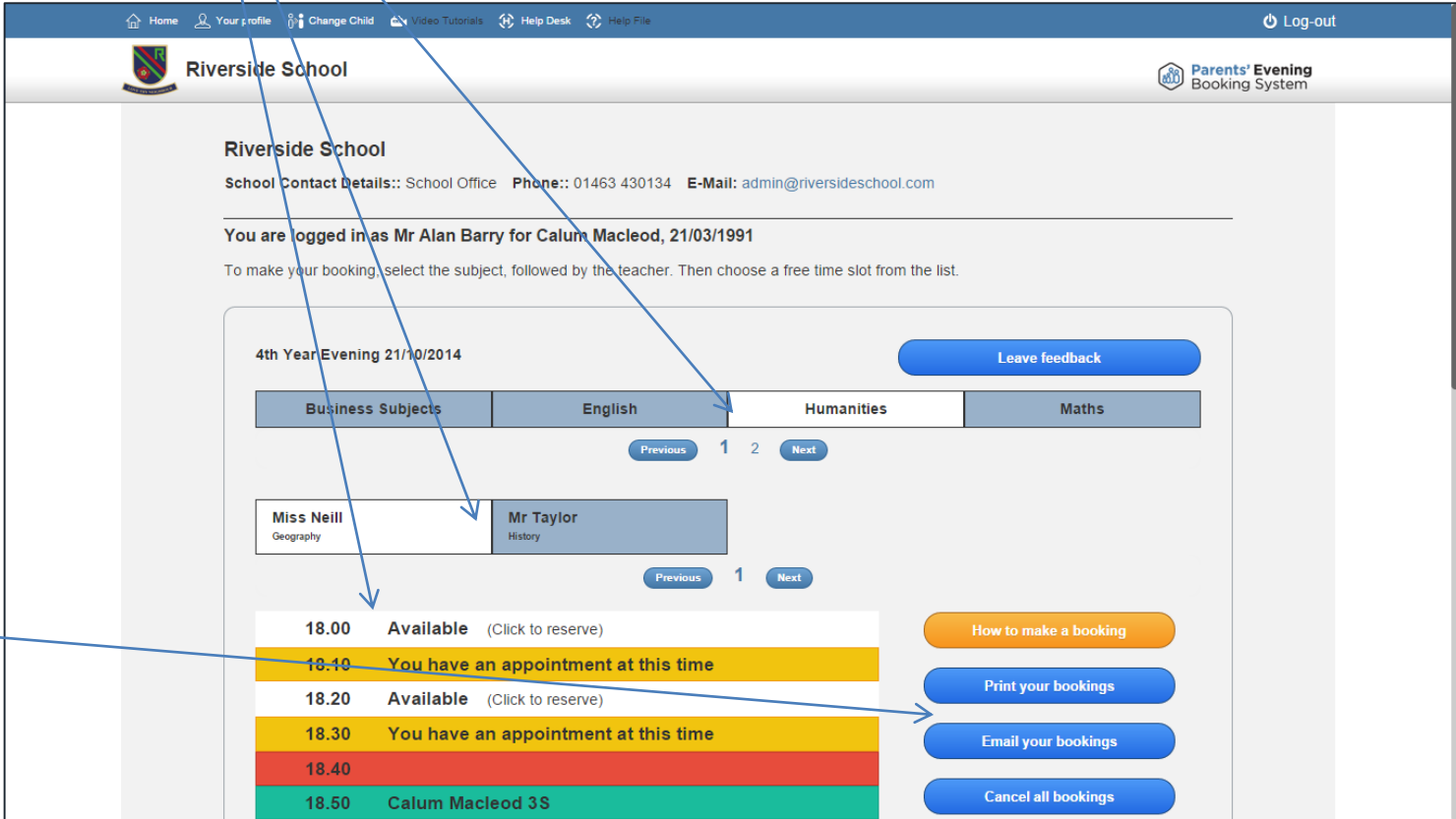
Copyright © NetMedia Business Solutions Limited, 2009-2014. All rights reserved.

# How do I make appointments?

1. Select the correct subject
2. Select the correct teacher
3. Click on an 'Available' time

Simply repeat  
The process  
for each  
appointment.

Once bookings  
have all been  
made, parents  
print off their  
schedule or  
e-mail it to  
themselves.



Home Your profile Change Child Video Tutorials Help Desk Help File Log-out

**Riverside School**

**Riverside School**  
School Contact Details:: School Office Phone:: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr Alan Barry for Calum Macleod, 21/03/1991  
To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.

4th Year Evening 21/10/2014 [Leave feedback](#)

|                   |         |            |       |
|-------------------|---------|------------|-------|
| Business Subjects | English | Humanities | Maths |
|-------------------|---------|------------|-------|

[Previous](#) 1 2 [Next](#)

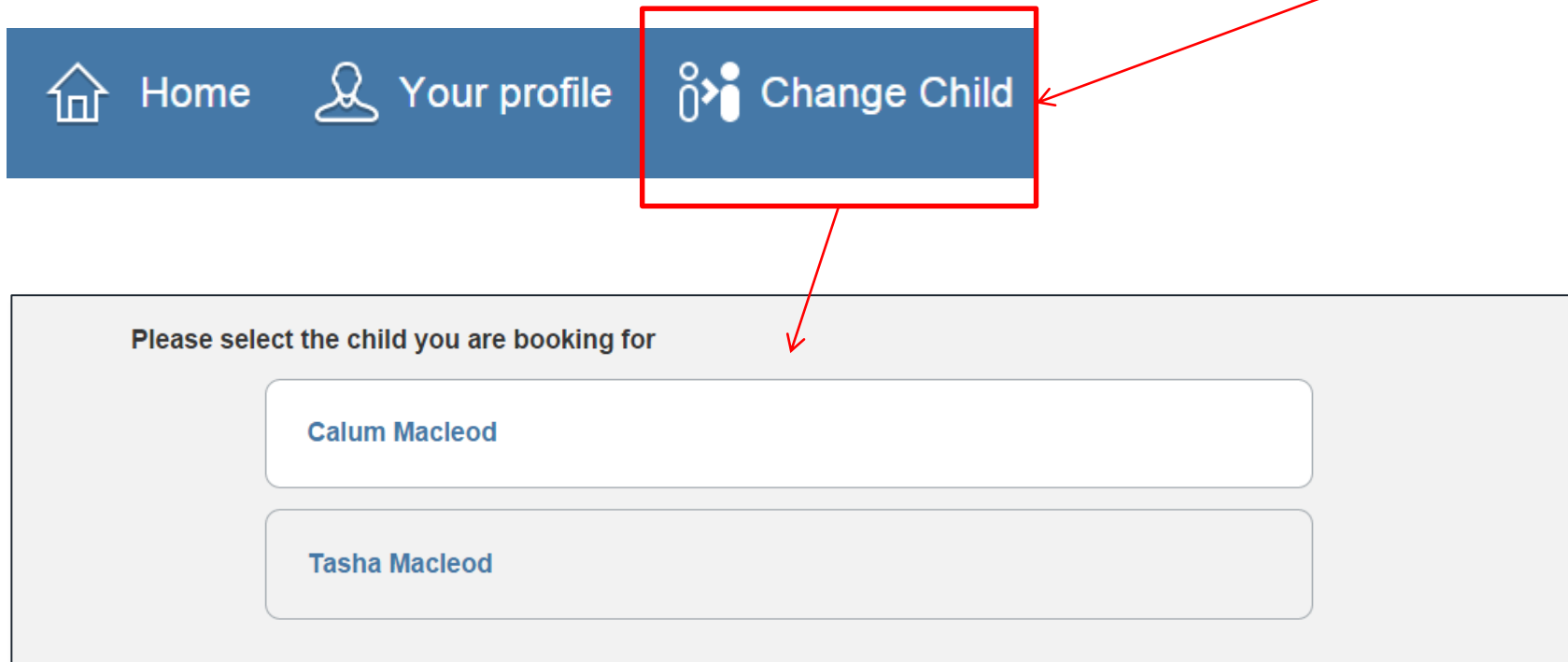
|                         |                      |
|-------------------------|----------------------|
| Miss Neill<br>Geography | Mr Taylor<br>History |
|-------------------------|----------------------|

[Previous](#) 1 [Next](#)

|       |                                      |
|-------|--------------------------------------|
| 18.00 | Available (Click to reserve)         |
| 18.10 | You have an appointment at this time |
| 18.20 | Available (Click to reserve)         |
| 18.30 | You have an appointment at this time |
| 18.40 |                                      |
| 18.50 | Calum Macleod 3S                     |

[How to make a booking](#)  
[Print your bookings](#)  
[Email your bookings](#)  
[Cancel all bookings](#)

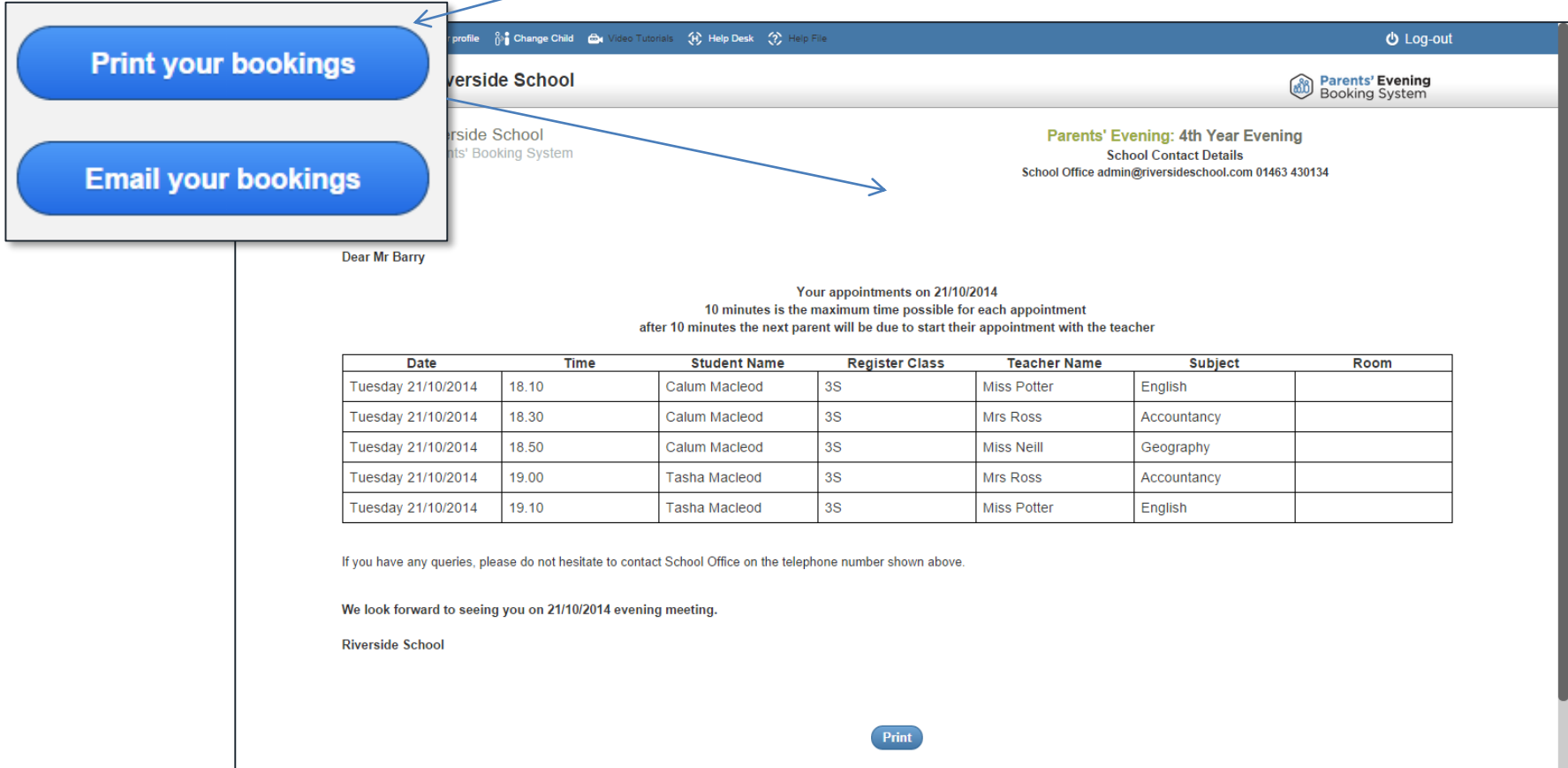
Parents can toggle between their children without having to log out and back in, using the blue navigation bar at the top of the page.



The screenshot shows a blue navigation bar at the top with three items: 'Home' (with a house icon), 'Your profile' (with a person icon), and 'Change Child' (with a person icon and a right-pointing arrow). The 'Change Child' button is highlighted with a red box, and a red arrow points from it to a selection menu below. The selection menu has a light gray background and contains the text 'Please select the child you are booking for' followed by two rounded rectangular buttons: 'Calum Macleod' and 'Tasha Macleod'.

# Making a booking for another of my children

Parents print or e-mail their schedule (using the controls to the right of the booking table) and take it along on the night.



The screenshot shows the Parents' Evening Booking System interface. At the top, there is a navigation bar with links for 'profile', 'Change Child', 'Video Tutorials', 'Help Desk', 'Help File', and 'Log-out'. Below this, the school name 'Riverside School' is displayed. A callout box on the left highlights two blue buttons: 'Print your bookings' and 'Email your bookings'. The main content area shows the school's name, the Parents' Evening Booking System logo, and the event details: 'Parents' Evening: 4th Year Evening', 'School Contact Details', and 'School Office admin@riversideschool.com 01463 430134'. Below this, a personalized message reads 'Dear Mr Barry' and 'Your appointments on 21/10/2014', followed by a note: '10 minutes is the maximum time possible for each appointment after 10 minutes the next parent will be due to start their appointment with the teacher'. A table lists the appointments with columns for Date, Time, Student Name, Register Class, Teacher Name, Subject, and Room. At the bottom, there is a 'Print' button.

Print your bookings

Email your bookings

profile Change Child Video Tutorials Help Desk Help File Log-out

Riverside School

Riverside School  
Parents' Evening Booking System

Parents' Evening: 4th Year Evening  
School Contact Details  
School Office admin@riversideschool.com 01463 430134

Dear Mr Barry

Your appointments on 21/10/2014  
10 minutes is the maximum time possible for each appointment  
after 10 minutes the next parent will be due to start their appointment with the teacher

| Date               | Time  | Student Name  | Register Class | Teacher Name | Subject     | Room |
|--------------------|-------|---------------|----------------|--------------|-------------|------|
| Tuesday 21/10/2014 | 18.10 | Calum Macleod | 3S             | Miss Potter  | English     |      |
| Tuesday 21/10/2014 | 18.30 | Calum Macleod | 3S             | Mrs Ross     | Accountancy |      |
| Tuesday 21/10/2014 | 18.50 | Calum Macleod | 3S             | Miss Neill   | Geography   |      |
| Tuesday 21/10/2014 | 19.00 | Tasha Macleod | 3S             | Mrs Ross     | Accountancy |      |
| Tuesday 21/10/2014 | 19.10 | Tasha Macleod | 3S             | Miss Potter  | English     |      |

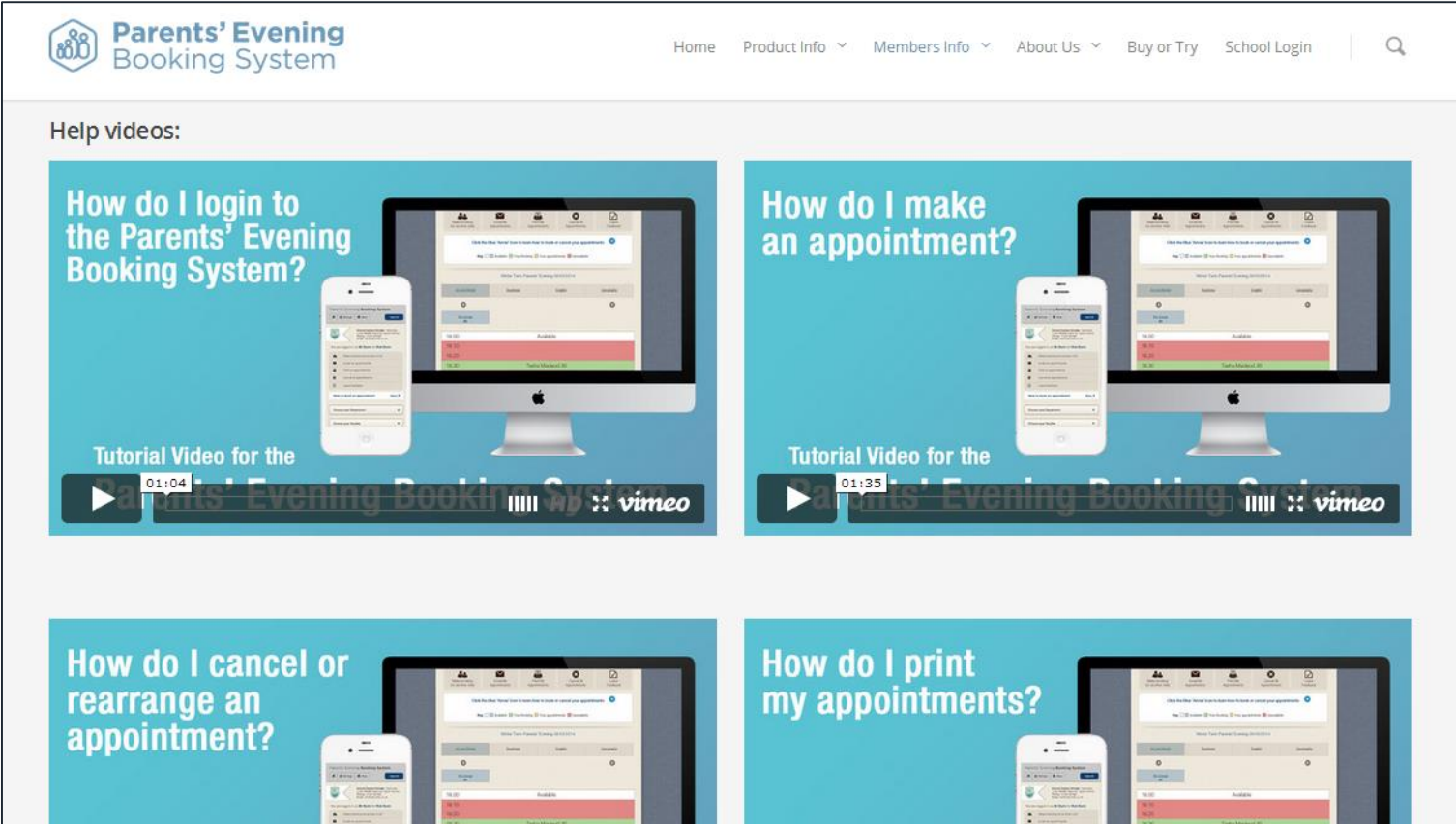
If you have any queries, please do not hesitate to contact School Office on the telephone number shown above.

We look forward to seeing you on 21/10/2014 evening meeting.

Riverside School

Print

Help videos which explain how parents use the software are available on our Website, here: <http://parents-booking.com/instructions-for-parents/>



The screenshot shows the website's navigation bar with links for Home, Product Info, Members Info, About Us, Buy or Try, and School Login. Below the navigation bar, the 'Help videos:' section features four video thumbnails. Each thumbnail includes a title, a visual of a smartphone and a desktop monitor displaying the booking system interface, and a video player with a play button, a progress bar, and a Vimeo logo. The video titles are: 'How do I login to the Parents' Evening Booking System?' (01:04), 'How do I make an appointment?' (01:35), 'How do I cancel or rearrange an appointment?', and 'How do I print my appointments?'.