

Admin Guide, version 3.0

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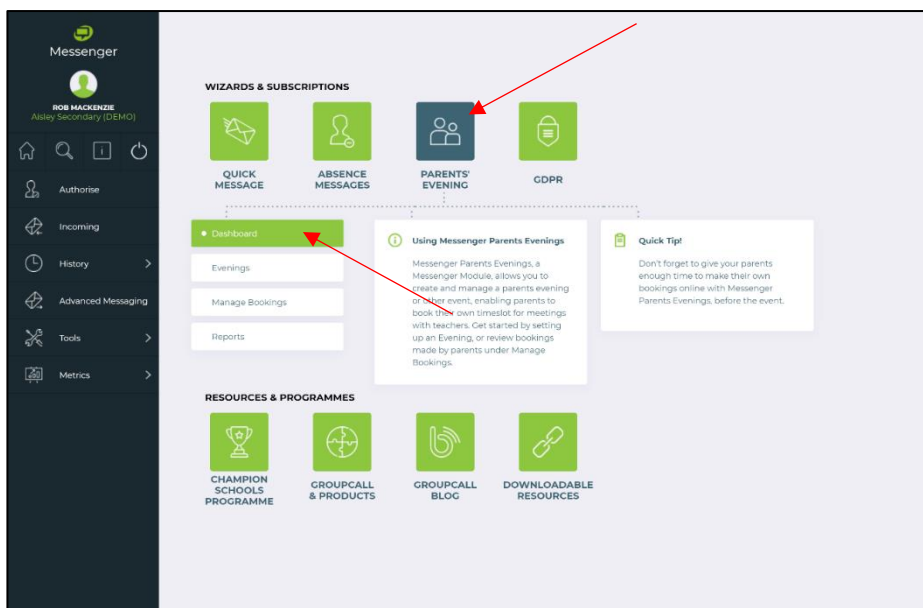
Before we begin, how to log in:

Parents Booking offers four different levels of users/privilege.

- **"Admins"** have the highest level of power
- You can also offer a lower level of privilege to **"Staff"** users
- And **Parents** and **Teachers** also have their own logins/access

To login as **Admin**, go to <https://m5.groupcall.com> and enter your Groupcall Messenger login. You should then see a Dashboard screen in Groupcall Messenger like the below.

To login to Parents Booking, click the 'Parents' Evening' tile, and then any of the options below (e.g. "Dashboard"). This launches Parents Booking.



Internet Explorer issue: If you see a **"Sorry, page not found"** error, or are asked to login while trying to move through Parents Booking, this is being caused by "cookies" not being 'allowed' in your Internet Explorer browser.

To fix: Go to Tools (or the cog in the top right corner) in Internet Explorer > Internet Options > Privacy tab > Advanced. If available, tick both "Override" and "Always allow session cookies" and set both 1st and 3rd party cookies to 'Accept'.

Section 1: Administrator's "Quick Start Guide"

1. First-Time Setup

We advise that during your first use of Parents Booking you personalise your school's account settings. This is important because it will help determine how parents and teachers log into the system, as well as set other important preferences.

We advise that you set up the following four settings, although of course you can leave them as their defaults if necessary/applicable:

- Website address that parents will login using (*always starts <https://parents-booking.co.uk/....>*)
- Username and Password for the Admin account (*and the 'Staff' account, which is normally NOT for teachers, if wanted*)
 - Teachers will be able to login to their own accounts, the Staff account is a more basic login that let's Admin assign a lower-level of privilege/access to non-teaching staff, e.g. to help make appointments, print schedules, etc
- School contact information
- Upload a school logo and/or map of classrooms

To change the above, go to the '**Set Up School**' tab. Use the 'accordion style' menu on this page to access the various sections. These screenshots show where to access the items we recommend you take note of, or change.

Blueberry Example School

Set-up School

Enter or modify your details below. Save to confirm details.

School details and URL link

School Name
Blueberry Example School

School Address, Line 1
20 15 Ave Street Workshop

School Address, Line 2
Town

Country
Yuhah-woe

Postal/ZIP Code
LS1 4HT

Country
UK

School Establishment Code

School usernames and passwords

School contact information

The message entered here will appear on parents login screen.

Upload school logo and map

Your school's personal parent login website:

This is where parents will go to make their appointments, and it always starts <https://parents-booking.co.uk/...> - the question here is what comes after the / - we advise a shortened version of your school name, e.g. <https://parents-booking.co.uk/blueberry>

Blueberry Example School

Set-up School

Enter or modify your details below. Save to confirm details.

School details and URL link

School usernames and passwords

School Admin Username
blueberry.admin
For school Administrator

Admin Password

Update password

School Staff Username
blueberry.staff
For all school staff

Staff Password

Update password

School contact information

The message entered here will appear on parents login screen.

Upload school logo and map

Payment Gateway Settings

Your school's Admin/Staff's login:

The Admin account is for the members of staff who need total access/control of Parents Booking.

The Staff account is for staff members who need less access. Some schools use it where they don't want to give each teacher their own login (see Teacher logins later in this guide for more information).

The Admin and Staff users will always login at www.parents-booking.co.uk

Blueberry Example School

Set-up School

Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

Enter or modify your details below.
Save to confirm details.

Save

School details and URL link

School usernames and passwords

School contact information

Contact Person for Parents and System Information

Name Email Phone Number

School Office hello@blueberryschool.school 01566 674 895

Billing Contact

Name Email Phone Number

Head of Accounts finance@blueberryschool.school 01764 352191

Billing information will be sent to this contact

Misc. Contact

Name Email Phone Number

Sales Contact

Name Email Phone Number

Add new contact

Sales Contact Add contact

School Contact Details

Parents may need to contact the school if they are having issues making appointments or logging in. Please input the most suitable e-mail and phone number.

Blueberry Example School

Set-up School

Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

Enter or modify your details below.
Save to confirm details.

Save

School details and URL link

School usernames and passwords

School contact information

The message entered here will appear on parents login screen.

Upload school logo and map

You can upload an image (.jpg file type) to represent your school here

Choose file No file chosen

Maximum picture size is 1mb and maximum resolution is 2000x2000

You can upload an image (.jpg file type) of your school map here

Choose file No file chosen

Maximum picture size is 1mb and maximum resolution is 5000x5000

You can upload a pdf file (.pdf) with details of the school or layout

Choose file No file chosen

Maximum pdf size is 1mb

Payment Gateway Settings

School Logo and Map

The school can upload a logo, which will appear throughout the parent, teacher and admin websites, nicely branding/personalising the Parents Booking.

The school can also upload a map of its classrooms (either as an image file, such as a .JPG, .GIF or .PNG, or as a .PDF) and this will be attached to the parents' paper and/or e-mail confirmations.

2. Features You Might Want to Turn On/Off

At the bottom of the 'Set Up School' page, find the orange 'Preferences Page' button. In this section you will find an array of features you can customise. We have highlighted three you may wish to turn on/off:

- "Send Admin an e-mail with parents' new contact details (e.g. e-mail or telephone)" – Turn this feature 'on' to have Parents Booking send the school's admin e-mail address the e-mail addresses of parents who the school does not have saved in their database (SIMS, SEEMIS, etc).
- "Should parents be able to enter comments when booking a teacher?" – Turn off if you don't want parents to be able to leave meeting comments for teachers while making appointments.
- "Are parents allowed to request a translator?" – Schools who want to allow parents to request a language translator, who will join them for their appointments, should turn this feature on. A button will then be displayed after parents have picked their appointments. This button will send the school a notification of the language that the parent requires their translator for. Additionally, on the 'Reports' tab, schools will see a new report which gives an overview of all of the translator requests they have taken, and the times of the parents' appointments.

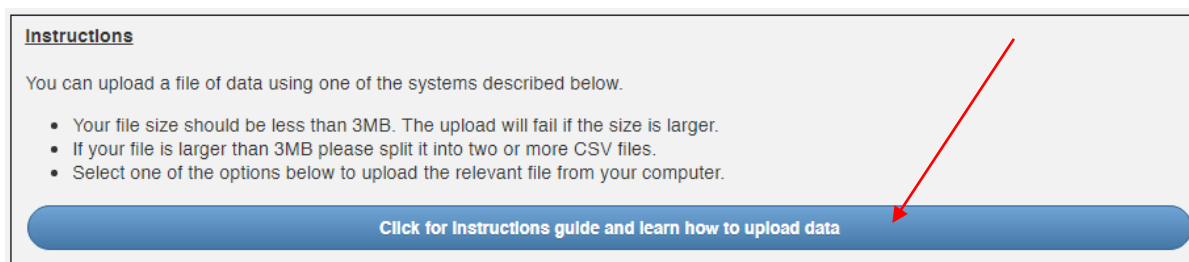
3. Setting Up a Parents' Evening

To set up a parents' evening there are two main tasks which need to be undertaken successfully:

- Upload the school's pupils, parents, teachers and classes (hereafter referred to as "data")
- Set up your parents' evening (by inputting the dates, times, etc.)

3(a). Uploading Your School's "Data"

Go to the 'Upload Data' page. On this page you will either be able to upload a spreadsheet of data from your school's MIS database, or you will be able to import your school's data automatically, in one click. If this is your first time undertaking this step, we advise clicking the big blue 'click for instructions guide' button (see below).



Follow the instructions provided by the big blue button on 'Upload Data' page, and these will guide you through the import of your school's data into **Parents Booking**. If you have any questions, seek [support](#).

FAQ: How often should I upload my data?:

We advise you upload your data before each parents' evening. This ensures that the parents' evening is as up to date as possible, particularly regarding new students, 'leavers' and the latest timetable.

We advise you upload data 3-4 weeks before the parents' evening, and set your parents' evening up at this time, so that parents have 2-3 weeks to make their appointments.

Upload Settings

- By default uploads will search for 'leavers' (students who have left), to help schools keep their database of students up-to-date.
- Uploads will also 'disconnect' students from teachers/classes who no longer teach them. This is to stop parents being shown teachers/classes from previous years/terms.

Both of these settings can be temporarily turned off, for certain uploads, at the top of the 'Upload Data' page. For example, if you are uploading multiple datasets/CSVs and do not want the 2nd to indicate that all records from the 1st are 'leavers', untick the 1st box. If you do not want your upload to remove students from the teachers that do not teach them according to your new dataset/MIS database timetable, untick the 2nd box.



Automatic Data Import Settings

Schools who import their data automatically will find options that allow them to customise their import are available on the 'Upload Data' page. Below is an example and although the layout may differ from school to school, these (see screenshot on next page) are common settings:

- Year Groups to Import** -> Press 'Fetch' to find year groups. Tick and 'Save' those you want to import
- Parents to import** -> Choose whether to import only 1x parent/carers per student. Default = 2.
- Main Class Teacher** -> Untick to import all teachers for all classes. This imports more data, but normally means you do not have to move class codes from one teacher to another later. See bottom of page 7.
- Parental Responsibility** -> Keep ticked to import parents who have 'parental responsibility' in MIS db.

Automatic Data Upload

Press the 'Upload Data' button below to run a new data upload instantly.

SchoolID

Parents to Import

2 Contacts

☐ Main Class Teacher
☒ Parental Responsibility

Year Groups to Import

Fetch
Save

Upload Data

Detecting 'Leavers'

When a data upload is run, Parents Booking will look for students who were part of past uploads but not in the most recent uploads, and 'flag' these as possibly having left the school. This is not an exact science, so Parents Booking shows a list of these to the admin from time to time. This provides the admin with the opportunity to remove true 'leavers' and mark the rest as still being on the school roll.

'Leavers' will be highlighted to the admin from the orange 'Select and Delete 'Leavers'' button on the Upload Data page (see Figure 1 in the screenshot above), and from a Dashboard page notification (see below).

Dashboard
Set up School
Upload Data
Parents
Teachers
Evenings
Events & Clubs
Manage Bookings
Reports
View Contact

Dashboard

!
School Leavers

We have detected Students who appear to be 'leavers'. You can review and remove the leavers [here](#) or minimize this notification by clicking X in the top right

Forthcoming Events

Name	Date/Time	Deadlines	Bookings
Example S6 and S6 Evening	01/09/2020 04.00 PM - 07.00 PM	Starts: 03/12/2019 Ends: 01/09/2020	<div style="width: 41%; background-color: #3498db; height: 10px;"></div> 41%
	03/09/2020 04.00 PM - 07.00 PM	Starts: 03/12/2019 Ends: 01/09/2020	

Training

Watch our Help Video here

Join on training tour

View Schedule

Teacher Name

List of Possible 'Leavers'

Please review and delete students who are suspected to have left school based on your last data upload:

Number of Leavers - 11

Select all
Deselect all
Delete all
Delete Selected
These are not Leavers

Show 50 entries

ID	First name	Last name	DOB	Class
5703785	Sara	Cooper	14/05/1999	S5
5703784	Jamie	Cooper	03/08/1999	S5
5703783	James	Jones	02/11/2003	S5
5703782	Lara	Smith	10/05/1998	S5

Page 5

3(b) Setting Up Your Parents' Evening

Once you have uploaded your data, you can proceed to the Evenings tab and set up your event.

1. On the Evenings page, create a new 'term' (e.g. "Spring Term", or "Autumn Term"). Once you have created a term, click on its name to 'enter' it.

Blueberry Example School

Evenings

Parents' Evening Groups

Create a new term/group for your parents' evening, or click on the term/group your parents' evening is inside of:

1. You can create a new group/term for your evening/event here:

Name of Group: For example 'Spring Term' Start Year: 2022 End Year: 2023 Save

2. Now click on the group/term you need:

2022/2023 Autumn Term Edit Name Delete

2. Inside the 'Term' you've created (click on the term name to enter it), use the orange 'Create New Evening' button to set up a new parents' evening. Complete this page to set up your event.

Blueberry Example School

Back Dashboard

Parents Booking

Edit Parents' Evening

Modify the details of the evening. Mandatory fields are shown with a red asterisk

Parents' Evening Name: * Date: * 01-Aug-2020

First Appointment Start Time: * 18:00 Last Appointment Ends At: * 19:00 Length of Appointments: 5 minutes

Gap of time between meetings: 1 minutes

What type of evening? Parents' Evening Tutor Evening

How will the meetings be held? In-Person Video Calls Hybrid (in-person and video)

Are parents allowed to request a telephone call instead of a video call? No Yes

Booking Opens on: 01-Aug-2020 Booking Opens At: 18:00

Booking Deadline: 01-Aug-2020 Deadline Time: 19:00

What type of meeting will this block of time be for? In-Person Video Calls

Create a comfort break for this session?

Add another block of time

Note on Video and Hybrid Meetings

Only schools who have the 'Video Module' turned ON can see and choose these settings for their parents' evening. Contact hello@parents-booking.com to request a cost and/or to add this functionality.

3. Once your parents' evening has been set up, it should look like the below screenshot on the Evenings page (inside the 'Term' you have created it in):

Blueberry Example School

Video Tutorials Help Desk Help File Log-out

Parents Booking

Create or Edit an evening Create New Evening

This is a list of the parents' evenings in this term/group:

Summer Term

Name	Date	Booking Deadline	Bookings
Example S5 and S6 Evening	09/07/2020 04:00 PM - 07:00 PM	Starts: 03/12/2019 at 00:00 AM Ends: 09/07/2020 at 00:00 AM	35%

N.B. Hover on the 'Edit' button for any advanced tasks.

Edit Evening Edit the Children Edit the Teachers Send Invite to Parents Print, E-mail, Block Out or Extend Teacher Schedules Delete

4. After Your Event is Set Up

Once your parents' evening has been set up, you will still want/need to make changes to it, for example:

- **Check the Teachers/Classes Offered to Parents:** It is very important you hide teachers and classes who are not required, or who you do not want parents to see and book.

Go to **Dashboard > Options > Edit the Teachers** and then untick the teachers/classes who are not required. When the page is saved, those that are unticked will not be shown to parents.

You can tick and untick teacher later, even after the parents' evening has started taking bookings.

N.B. Teachers who were ticked and have bookings, but are later unticked, will remain in the evening for their appointments only unless you delete their appointments, however unticking them means no new appointments can be made with them by parents, and that they are no longer a booking option for more appointments.

Download this spreadsheet to show teachers how the evening has been set up.

Untick some boxes and save the page to prevent teachers from being booked.

Where 2+ teachers share a class code, you can leave 2+ teachers ticked and then set rules for how parents book this class. Parents can be allowed to book both teachers 'together' for one shared appointment, or you can allow or stop parents from booking both separately.

Class Codes	Name of Teacher	Subject	Book all ticked teachers into one appointment?	Can parents book 2+ teachers, separately?
1 12/Acc/1	<input checked="" type="checkbox"/> Miss O Oliver	Accountancy		
2 12/BM/2	<input checked="" type="checkbox"/> Miss D Davidson <input checked="" type="checkbox"/> Miss O Oliver	Business Management Accountancy	Yes	
3 12/Eng/1	<input checked="" type="checkbox"/> Miss A Anderson <input checked="" type="checkbox"/> Mr F Fox	English English	No	No
4 12/Eng/2	<input checked="" type="checkbox"/> Miss A Anderson <input checked="" type="checkbox"/> Mr F Fox	English English	No	No
5 12/Ge/2	<input checked="" type="checkbox"/> Mrs C Care	History		
6 12/H/1	<input checked="" type="checkbox"/> Mrs C Care	History		
7 12/Ma/1	<input checked="" type="checkbox"/> Mrs E Ewen	Mathematics		
8 12/Ma/2	<input checked="" type="checkbox"/> Miss A Anderson <input checked="" type="checkbox"/> Mr F Fox <input checked="" type="checkbox"/> Mrs E Ewen	Maths Maths Mathematics	No	No
9 12/Pe/1	<input checked="" type="checkbox"/> Mrs M Masters	Dance		
10 12/Pe/2	<input checked="" type="checkbox"/> Mrs M Masters	Dance		

- **Check the Class Code Assignments:** Perhaps the most important part of setting up a parents' evening is making sure that the class codes are assigned to the correct teachers. For example, classes which are shared by two teachers, or where teachers are off sick or on maternity, may not be assigned to the correct teacher.

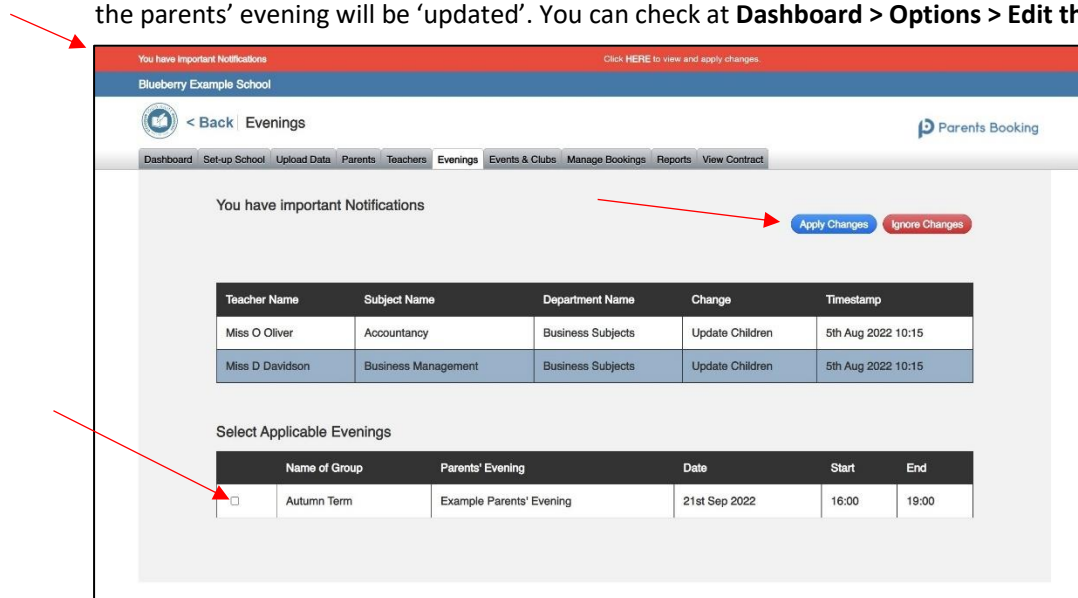
Go to **Dashboard > Options > Edit the Teachers** and then click on 'Export Class Codes (.xlsx)'. A spreadsheet will be downloaded. Schools often e-mail this around teachers to check if there are any incorrect assignments. We advise giving teachers a deadline to reply by, ideally days before the parents' evening is due to open, because where classes are incorrectly assigned, parents will book the wrong teacher. Once you have collated all of the required changes, make these on this web page.

If you ever find that a class code does not show the correct teacher on the **Dashboard > Options > Edit the Teachers** page, this means you will need to 'manually' move the class code to the correct teacher. The process for this is below:

1. Go to the Teachers page. At the top of this page you will see a blue 'Copy/Move Class Codes' feature. Click on this, and notice there are 4x 'parts'. In part 1 you can select the teacher the class code is currently linked to. In Part 2 select the class code(s) that you want to move. In Part 3 you

need to select the teacher you want to copy or move the class code to, and in Part 4 you can also force this change to take place in 1+ parents' evenings. Finally, you will be asked to "Copy" the class code (which means it will remain with the original teacher as well as move to the new teacher) or "Move" (which means the class code will be taken away from the original teacher, at least until a future data upload is run).

2. Once these changes have been made, you will notice a red 'Notifications' banner has started to appear at the top of all pages in Parents Booking, similar to the one below. Click the "HERE" text to reveal a list of the changes which Parents Booking would like clarification on whether to change in certain parents' evenings or not. Tick the parents' evening(s) that the change(s) should apply to, and the parents' evening will be 'updated'. You can check at **Dashboard > Options > Edit the Teachers**.



- If you need to add missing teachers (e.g. Support for Learning, SENCO, Nursery or teachers who were not uploaded because they had no classes assigned to them). This is done in a very similar way to the above, except that you may need to create the teacher or add a class to them.
 1. You need to first either create the teacher on the **Teachers** page, or if they already exist you need to edit them.
 2. Ensure that the subject you require the teacher for exists by checking the black bar above the list of students. If the teacher does not have the correct subject, use the orange button to add it, e.g. "Department: Support for Learning, Subject: Support for Learning".
 3. Next, ensuring the subject you want to add the students/class to is "selected" (shown in yellow text on the black bar of subjects), use the 'Add Student(s)' button to add students or a class code to the teacher. Once this has been done, this teacher will be eligible to be added to your parents' evening.
 4. Go to the **red Notifications banner's page** and tick the parents' evening and Apply the changes to add this teacher/class to your parents' evening.
- **Do teachers have enough time for their classes?** You can check if teachers do not have enough time for all of the pupils they are expected to take bookings for using the orange "**Advanced Settings (Rooms, Minutes, etc.)**" button on the **Dashboard > Options > Edit the Teachers** page.

Where a teacher does not have enough time, you can extend their schedule (**Dashboard > Options > Add Breaks or Extend Teacher Schedules**) or remove students from them (see above on how to either edit the teacher and remove students/class codes OR copy/move a class code to a different teacher), remembering to use the red Notifications banner to apply these changes to your parents' evening.

FAQ: How do I add breaks or extend teacher appointment schedules?

Go to **Dashboard > Options > Print, E-mail, Block Out or Extend Teachers**. Click on the teacher's name, then use the tools above the correct day (if you have multiple days) to block out appointment times or extend the teacher's availability. You can also click on a single teacher name to edit just their availability.

5. Setting up Teacher Logins / Accounts **(required if you are using video calls for some/all meetings)**

You can create teacher login accounts, any time, by sending a password reset email to teachers listed on the **Teachers** page. If the teachers' emails are not shown, you will need to paste these in and press 'Save Rooms/Emails', but otherwise you can use the 'Select All' link to tick all teachers on the 'page' of teacher shown (20 teachers are shown per 'page') and press 'E-mail Password Reset'. Either way, all affected teachers will be sent an e-mail explaining that they need to login to Parents Booking and choose password.

Once teachers have chosen their own password, they can login to Parents Booking and check their appointment schedules, join their video meetings and create '1-to-1 video meetings' (this can be disabled in Set Up School > Preferences). **Teachers will not be able to join video meetings unless accounts have been set up for them.**

The progress of teacher account setup is shown in red, blue and green. Green indicates the teacher has set up their account.

The progress of teacher account setup is shown in red, blue and green.

Red means the teacher has not been sent their password reset e-mail.

Blue means the teacher has still to choose a password.

Green indicates the teacher has chosen their password, set up their account and can login.

Name	Students	Room	Email	Login Setup ?
Miss B Davidson	57	Room 7	E-mail address is hidden	Setup Complete
Miss B Jones	24	Room 8	E-mail address is hidden	Password Sent
Miss Care	0			Not Configured
Miss E Neill	24	Room 11	E-mail address is hidden	Password Sent
Miss Hall	0			Not Configured

N.B. There are instructions for teachers [here](#), as well as in Section 2 of this guide.

6. Inviting Parents to Make Appointments

You can send parents their invite and/or instructions from the **Dashboard > Options > Send Invite to Parents** page, and/or you can downloading a template e-mail/letter from [here](#).

You can edit the text that has been dynamically created for your parents' evening. This will be the body of the email invite (see example on the next page).

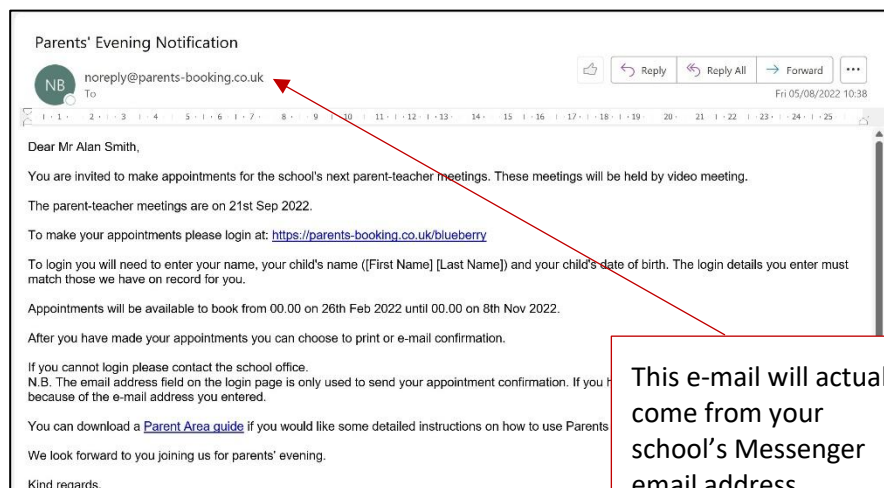
You can then select whether the invite is sent to all parents, the 'Main Contact' (1 parent, usually the Highest Priority parent in your database) OR just the parents whose tick box you click.

Parents who have been invited are shown as Invited in green in the Status column.

Student's Name	Class	Parent's Name	Main Contact?	Email	Status
Natalie Allen	S6	Jean Allen		b@b.com	Not Invited
Asha Allen	S6	Charlie Stamer		m@m.com	Not Invited
Asha Allen	S6	Jean Allen		b@b.com	Not Invited
James Allen	S5	Jamie Jack		a@a.com	Not Invited
James Allen	S5	Jean Allen		b@b.com	Not Invited
Natalie Allen	S6	Jacob Jackson		f@f@woko	Not Invited
Sara Cooper	S5	Jean Allen		b@b.com	Not Invited
Sara Cooper	S5	Jamie Jack		a@a.com	Not Invited
Sara Cooper	S5	JAMES Cummings		b@b.com	Not Invited
Harvey Cripps	S6	Charlie Stamer		m@m.com	Not Invited
Jessina George	S6	Nancy George		g@g.com	Not Invited
Jessina George	S6	Tom George		o@o.com	Not Invited

To the right is an example of an email invite.

Advice: Send parents our template letter (download link above) AS WELL AS an email invite if this is their first parents'. This will provide more robust instructions for them, and help ease them into this new system. Also, once a parent logs in, we'll collect their e-mail address, making it easier to send them an e-mail invite next time.

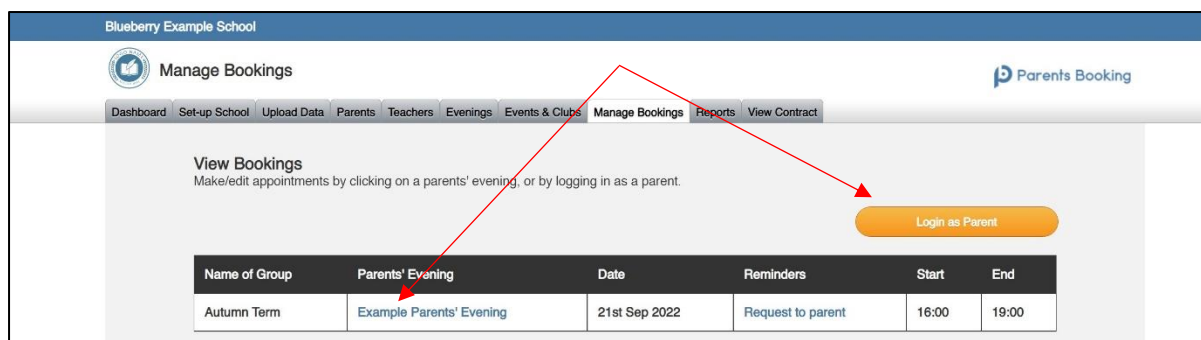


This e-mail will actually come from your school's Messenger email address.

Proceed to Section 3 of this guide for instructions and resources detailing how parents use Parents Booking.

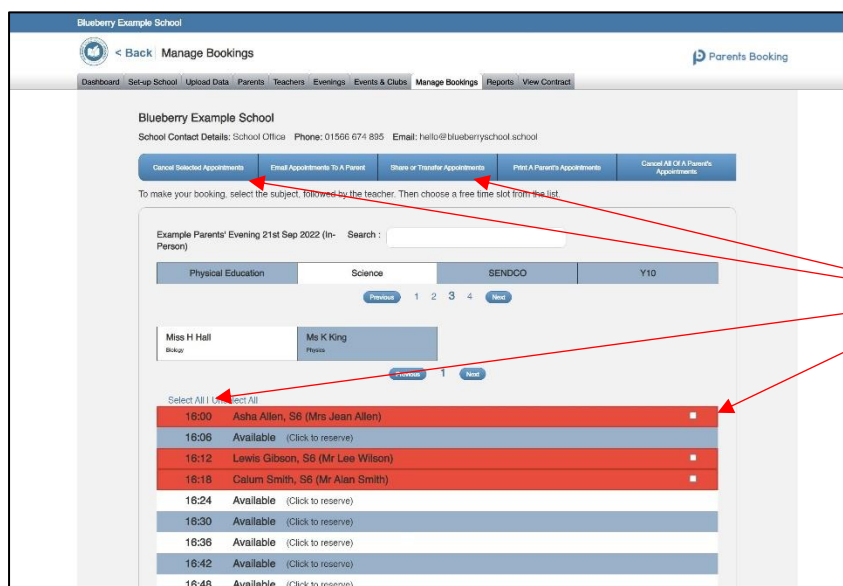
6. Making Appointments

On the **Manage Bookings** page you can either **Login as a Parent** (which lets you pretend to be a particular parent, so you can use their Suggest Bookings for Me wizard, and/or see what they see – **just remember to click "Back to Admin Area" in the top right corner to go back to being an Admin**) OR **click a parents' evening name** to view this parents' evening as an admin, which will allow you to see more than one parent normally does.



If you click a parents' evening name, you will be shown a booking table, and are able to add, cancel, share or transfer appointments.

To make an appointment, click the correct Teacher (**also make sure you are on the correct day, as days are stacked one above the other for schools whose events run across multiple days!**), click on the time required, then click the Register Class the student is in, then the student's name, and finally on the parent's name, before 'Finish', to make an appointment.



Sharing, Transferring or Cancelling Appointments:

Tick appointments, or use 'Select All', to identify those you want to share, transfer or cancel, and then press the relevant blue button at the top of the page.

Share = Add a 2nd teacher to the appointment, so either or both teachers can see it on their schedule and join it as a video meeting together if applicable.

Below is an example of a cancellation e-mail. Please note the section highlighted in red where the school can send a personalised explanation to the parent:

Mr Smith - Cancellation of Appointment made for Parents Evening

NB

noreply@parents-booking.co.uk

To

Like

Reply

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

Dear Mr Alan Smith,

This following appointment you had made for our event has been cancelled by the school. If the school has added a reason this appointment has been cancelled, it will appear here: This is an example showing where the custom cancellation message can go.

16:18 on 21st Sep 2022 - For Calum Smith with Miss H Hall, Biology

If you want to make more (or edit) bookings you will be able to do so here: <https://parents-booking.co.uk/blueberry>

Kind regards,

Blueberry Example School
Click here to reply to this mail.

This e-mail will actually come from your school's Messenger email address.

This is an example of where a school can include a personalised cancellation message.

7. Getting Ready for the Parents' Evening

As your parents' evening draws nearer, a reminder will be emailed to the main Admin email address, and a red 'Time to finalise everything' banner will begin to show on your **Dashboard**. This helps you with final tasks, such as:

- **Sending parents a reminder email** detailing the appointments they have made
- **Printing/viewing teacher appointment** schedules (see more on this below)
- **Chasing the parents who have not booked yet** <- this will help boost attendance

Furthermore, the Options button beside your parents' evening's booking % has shortcut to common tasks.

Blueberry Example School

Dashboard

Dashboard

Set-up School

Upload Data

Parents

Teachers

Evenings

Events & Clubs

Manage Bookings

Reports

View Contract

Parents Booking

Dashboard

Time to finalise everything!

Example Parents' Evening

The above meetings will be taking place soon. Here are some helpful tools:

Send Parents a Reminder

Print/View Teacher Schedules

Chase Parents Who Have Not Booked Yet

Forthcoming Events

Name	Date/Time	Deadlines	Bookings	Options
Example Parents' Evening	6th Aug 2022 16:00 - 19:00	Starts: 26th Feb 2022 Ends: 8th Nov 2022	8%	Options
Football Club	9th Oct 2022 16:30 - 18:30 11th Oct 2022 16:30 - 18:30	Starts: 30th Jun 2021 Ends: 1st Jun 2023	10%	Options
Basketball Club	9th Oct 2022 16:30 - 18:30 11th Oct 2022 16:30 - 18:30	Starts: 30th Jun 2021 Ends: 1st Jun 2023	2%	Options
Drama Club	9th Oct 2022 16:30 - 18:30 11th Oct 2022 16:30 - 18:30	Starts: 30th Jun 2021 Ends: 1st Jun 2023	30%	Options
Chess Club	9th Oct 2022 16:30 - 18:30 11th Oct 2022 16:30 - 18:30	Starts: 31st Jul 2022 Ends: 1st Jun 2023	2%	Options
Music Club	9th Oct 2022 16:30 - 18:30 11th Oct 2022 16:30 - 18:30	Starts: 30th Jun 2021 Ends: 1st Jun 2023	2%	Options
Student Performance of Lion King	1st Nov 2022 18:00 - 20:00 2nd Nov 2022 18:00 - 20:00	Starts: 31st Jul 2022 Ends: 1st Jun 2023	26%	Options

Edit Evening

Edit the Students

Edit the Teachers

Send Invite to Parents

Check Stats

Chase Parents

Add Breaks or Extend

Teacher Schedules

Print, Email and View

Teacher Schedules

Turn on training tour

View Schedule

Teacher Name

Parents Evening

Example Parent: v

Chase Parents Who Have Note Booked Yet

Using **Dashboard > Options > Chase Parents**, you will be shown a list of parents who have not booked yet. Like when inviting a parent, you can select which parents you want to chase/reminder, and customise the reminder message.

Printing Teacher Schedules and Sending Reminders to Parents

If you click the blue “**Print/View Teacher Schedules**” button on the red ‘Time to Finalise Everything’ notification banner (if it is showing), OR go to **Dashboard > Options > Print, Email and View Teacher Schedules**, you will be shown the below webpage.

- On this page, you will find a list of teacher names. You can click any of these to see that teacher’s schedule. You can print the schedule, or you can make breaks, extend their schedule, or see who has not booked this teacher yet.
- You will also find blue buttons at the top of the page, in particular those highlighted below, which are of help when preparing for the parents’ evening, including:
 - **Buttons to bulk-print all teacher schedules** (including or excluding parent personal info)
 - **A button to send all parents an email reminder** which includes their appointment times

The screenshot shows the 'Print, Email and View Teacher Schedules' page for Blueberry Example School. The page title is 'View, adjust, print and email teacher schedules' for the Autumn Term. Below the title, there is a red box highlighting four buttons: 'Print Teacher Appointment Schedule(s)', 'Print Teacher Schedules (Showing Available Times)', 'Print Teacher Schedules (Showing Available Times, Without Personal Info)', and 'Print Teacher Schedules (Without Personal Info)'. Below these buttons are four more buttons: 'Print All Parent Appointment Schedules', 'Print 1x Parent's Appointment Schedule', 'Add Breaks or Extend Teacher Schedules', and 'Email Appointment Reminder to All Parents'. A table lists teachers and their subjects: Miss A Anderson (Maths, English, Football Club), Mrs P Askew (Year HEAD), Mr B Black (Spanish), Mrs C Care (History), Miss D Davidson (Business Management), and Mrs E Ewen (Mathematics).

8. Checking Statistics

If you would like to see statistics on your parents’ evening(s), check who has and has not booked, check attendance statistics after a parents’ evening, use the **Reports** tab (or **Dashboard > Options > Check Stats**).

The screenshot shows the 'Reports before parents' evenings' page in the Parents Booking system. The page title is 'Reports before parents' evenings'. Below the title, there is a table with statistics: Number of students: 17, Number of parents: 22, Percentage of students whose parent(s) have made a booking: 41%, Reports: Example S5 and S6 Evening, Register classes: S5, S6, Number of bookings: 16, and Type of report: List of parents who have not booked yet, List of parents who have booked, List of bookings, Print schedules, e-mail reminders & edit teacher availability (selected). A red arrow points to the 'Reports' tab in the navigation bar.

Section 2: Setting Up a Video Call Parents' Evening

Video and Hybrid Meetings – Quick Setup Guide version 3.0

IMPORTANT: Testing Network/Firewall Configuration

Before you have a real parents' evening, we highly recommend your IT team tests that teachers' computers/devices which will be using the school's network/firewall will not block the video meeting technology (called 'Twilio') which is employed by Parents Booking.

Information on how to run a network test, and information on how your IT/network team can make sure the network/firewall does not block the video meetings here:

<https://knowledge.parents-booking.com/how-to-run-a-video-call-test/>

(Video of this guide also available [here](#))

Instructions

1. Upload your school's "data" as per usual (see the earlier part of this guide for a reminder).
2. Set up your parents' evening like normal, but make sure you set the parents' evening is set to either 'Video Calls' or 'Hybrid', rather than 'In-Person'.

N.B If you select Hybrid meetings, each "day" or "block" of time you create will ask if these meetings will be video or in-person, so be sure to configure this correctly. See 'Fig 1' below.

Blueberry Example School

< Back Dashboard

Parents Booking

Dashboard Set-up School Upload Data Parents Teachers Evenings Events & Clubs Manage Bookings Reports View Contract

Edit Parents' Evening

Modify the details of the evening. Mandatory Fields are shown with a red asterisk.

Parents' Evening Name: * Example Parents' Evening

Date * 31-August-2022

First Appointment Start Time: * 16:00

Last Appointment Ends At: * 19:00

Length of Appointments: 5 minutes

Gap of time between meetings 1 minutes

What type of evening?
☒ Parents' Evening ☐ Tutor Evening

How will the meetings be held?
☐ In-Person ☐ Video Calls ☒ Hybrid (in-person and video)

Are parents allowed to request a telephone call instead of a video call?
☒ No ☐ Yes

Booking Opens on: * 26-February-2022

Booking Opens At: * 00:00

Booking Deadline: * 08-November-2022

Deadline Time: * 00:00

What type of meeting will this block of time be for?
☒ In-Person ☐ Video Calls

☐ Create a comfort break for this session?

Add another block of time/day

- Once your parents' evening has been set up, it is **VITAL** that you set up logins for the teachers who will be involved with the parents' evening if you have not already. If the teachers cannot login, they cannot join their video calls.

Go to the **Teachers** page.

- If the teachers' emails are missing, you will need to type/paste them in and press **'Save Rooms/Emails'** to save them and send teachers their username/passwords by email.
- OR if the teachers emails are already saved, you can send teachers who are marked as "Not Confirmed" in red a username/password in an email by ticking their name (or using **"Select All"** to select all teachers on the page you are viewing) and pressing **"Email Password Reset"**.

Name	Students	Room	Email	Login Setup ?
<input type="checkbox"/> Miss B Davidson	57	Room 7	E-mail address is hidden	Setup Complete
<input type="checkbox"/> Miss B Jones	24	Room 8	E-mail address is hidden	Password Sent
<input type="checkbox"/> Miss Care	0			Not Configured
<input type="checkbox"/> Miss E Neill	24	Room 11	E-mail address is hidden	Password Sent
<input type="checkbox"/> Miss Hall	0			Not Configured

The progress of teacher account setup is shown in red, blue and green.

Red means the teacher has not been sent their password reset e-mail.

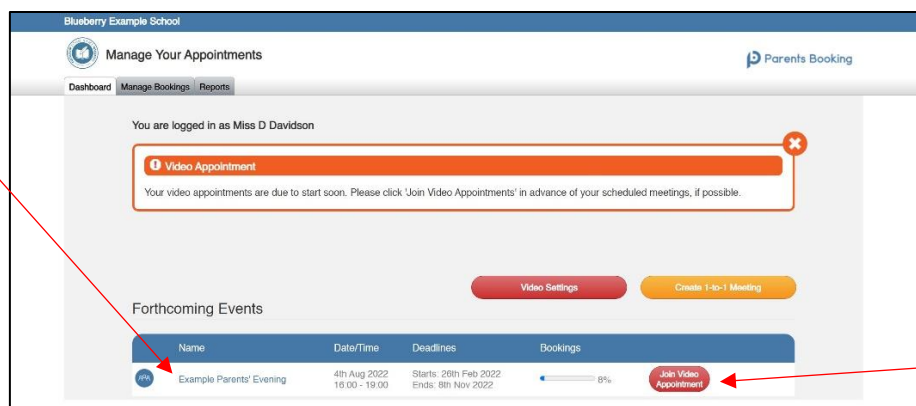
Blue means the teacher has still to choose a password.

Green indicates the teacher has chosen their password, set up their account and can login.

- Once you have saved the teacher e-mails OR used the "Email Password Reset" button, the "Login Setup" column will change from red "Not Configured" to blue "Password Sent". This will confirm that teachers have been sent an e-mail that asks them to choose a password, and instructions to login with. This password, combined with their work e-mail, will allow them to login to www.parents-booking.co.uk. From here teachers can check their appointment schedules and join their video meetings.

N.B. 20 teachers are shown per 'page', so repeat for all pages of teachers.

- We suggest you ask ALL teachers to make sure they can login to www.parents-booking.co.uk in advance of the parents' evening, to make sure they are able to login and can see their appointment schedule (by clicking the parents' evening name on their landing page). It is here, on the day of the parents' evening, that they will see a button to join their video meetings (which will look like the below).



6. You are now ready to send parents their invite to make appointments. Furthermore, if teachers have been given permission to block out time or extend their schedules, they can do this. Everything is ready for parents to make video appointments, and for teachers to join those sessions from their login/Dashboard.
7. Participants (parents and teachers) must use a computer/smart device which has a webcam and microphone.

You must use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (must be iOS 11+):** Safari (*Chrome is also compatible in iOS 14.3+*)
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac PC:** Safari (version 11+), Chrome or Firefox
- **Windows PC:** Chrome, Firefox or Edge (only the newer Edge Chromium is compatible)

Other helpful resources/downloads:

- Setting up hybrid parents' evenings: [Here](#)
- Parent instructions PDF: [Here](#)
- Teacher Instructions PDF file: [Here](#)
- Download a Parent Instructions PDF file: [Here](#)
- Instructions: How one parent can share their appointments with other parents: [Here](#)
- Instructions: Sharing parent appointments with 2+ teachers: [Here](#)
- Instructions: How to add a translator to your parents' evening: [Here](#)

Section 3: Instructions for your school's teachers

Please download the latest version of this separate guide from [here](#).

Section 4: Instructions for your school's parents

Please download the latest version of this separate guide from [here](#).

Section 5: Events and Clubs Module

Note on the Events and Clubs Module

Only schools who have the premium 'Events and Clubs Module' turned ON can see the Events and Clubs tab on their Admin area's navigation bar, and can set up events and clubs.

Contact hello@parents-booking.com to request a cost and/or to add this functionality if you cannot see the Events and Clubs tab and would like to investigate using it.

Events and Clubs Guide:

You can download our separate Events and Clubs admin guide [here](#).