



Parents Booking

Teacher Guide

On the Agenda:



How do I login?



Dashboard



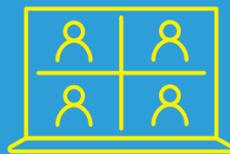
Checking your appointments



Manage Bookings



Reports



Joining video meetings



Creating a 1-to-1 meeting



How do I login?

To login you can go to the relevant web address below, where you can use a username and password, or one of our single sign-on options, to access your account:

www.parents-booking.co.uk

www.parents-booking.live (America and Canada)

www.parentsbooking.com.au (Australia)

The screenshot shows the Parents Booking Login page. At the top, there is a navigation bar with the Parents Booking logo and the word 'Login'. Below this, there are two main columns. The left column is titled 'For School Staff...' and contains a 'No account?' link, a 'Login to your school's account.' instruction, a 'Username' field, a 'Password' field, a 'Login' button, a 'Forgotten your password?' link, and 'Or login with...' options for Google and MyLogin. The right column is titled 'For Parents...' and contains a 'Find your school's account.' instruction and a 'School name or postcode' field. At the bottom of the page, there are social media icons for Twitter, Facebook, and YouTube, and a footer with contact information for Netmedia Limited.

Advice:

- If you have forgotten your password, you can reset it from the login page.
- Contact your school's office if you don't know your username or cannot login.



Dashboard

When you login, you will be shown any parents' evenings, events or clubs you are linked to. On the left navigation are links to the three main sections of the staff area.

[Dashboard](#): Check your parents' evening schedule, test your video meeting settings or create 1:1 meetings.

[Manage Bookings](#): Make appointments on behalf of parents/carers.

[Reports](#): Check pie charts and spreadsheets related to appointments, attendance and much more.

Parents Booking

Blueberry Example School

You are logged in as Will Mackenzie

Book Live Training Help

Control Panel

Video settings

Create 1-1 meeting

Show past parents' evenings?

Name / Date / Time	Deadlines	Bookings
Example Parents' Evening 22nd May 2024 09:00 - 11:00	Starts: 29th Dec 2023 Ends: 22nd May 2024	100%

You can reveal older parents' evenings, to review appointments or edit parent attendance.



Checking your Appointments

Click on the name of a parents' evening to view your appointment schedule.

On your schedule page you can see appointments made by parents/guardians, and review any notes parents have left, add private note that only you can see, and take attendances.

Your school may also allow you to make your own breaks/block out appointment times and/or extend your appointment schedule's start or end times.

Blueberry Example School

You are logged in as Will Mackenzie

Book Live Training Help

Control Panel

Video settings

Create 1-1 meeting

Show past parents' evenings?

Upcoming events

Name / Date / Time	Deadlines	Bookings
Example Parents' Evening 22nd May 2024 09:00 - 11:00	Starts: 29th Dec 2023 Ends: 22nd May 2024	100%

Blueberry Example School

Blueberry Example School / Will Mackenzie / Teacher Schedules

Book Live Training Help

Control panel

E-mail Appointment Schedule

Teacher Schedules

This is the list of appointments for Example Parents' Evening - 22nd May 2024 (In-person meeting)

Spring Term: Example Parents' Evening

Will Mackenzie- [Test]

Print Teacher Appointment Schedule(s)

11 slots available for 0 pending students
Which students have not booked?

Booking Details	Parent Details	Booking Comments	Teachers' Notes	Attendance	
09:00	Example Student, Test, Test, Test	Example Parent williamhjmackenzie@gmail.com	No comments submitted	Click to add private notes	<input type="checkbox"/>
09:10					
09:20					
09:30					
09:40					

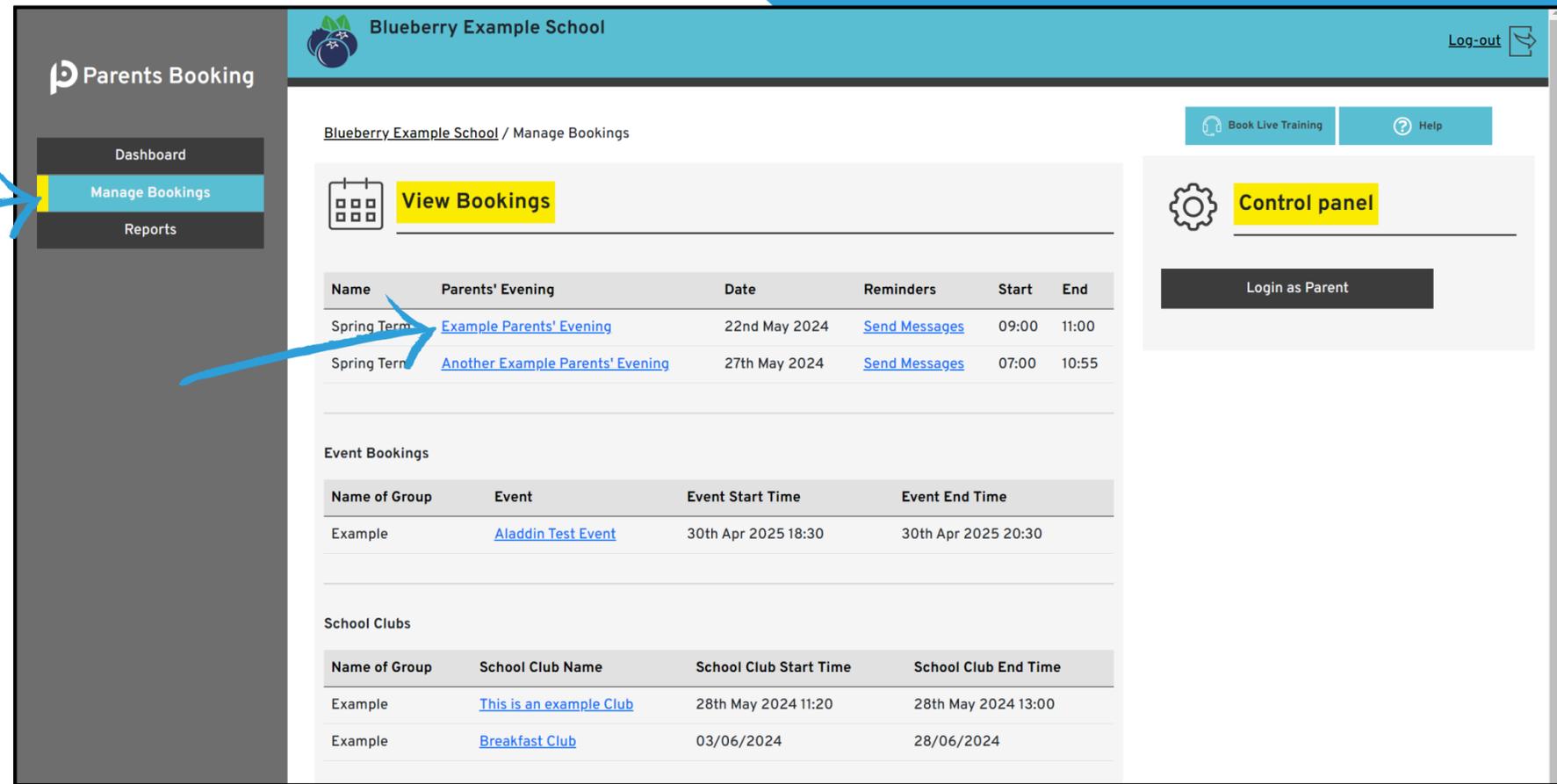
Manage Bookings

To make appointment times for yourself or others, or to edit appointments, use Manage Bookings.

Click on the parents' evening name and then:

1. Select the subject the appointment is for
2. Select yourself, or the correct teacher
3. Click on any available time to start making an appointment
4. In the pop-up, click the class, select the student and click the parent that the appointment is for

Repeat this process for each appointment you would like to make. When you are finished you can print or e-mail the parents' appointment confirmation from the buttons in the Control Panel.



Parents Booking

Blueberry Example School

Log-out

Book Live Training Help

Control panel

Login as Parent

Blueberry Example School / Manage Bookings

View Bookings

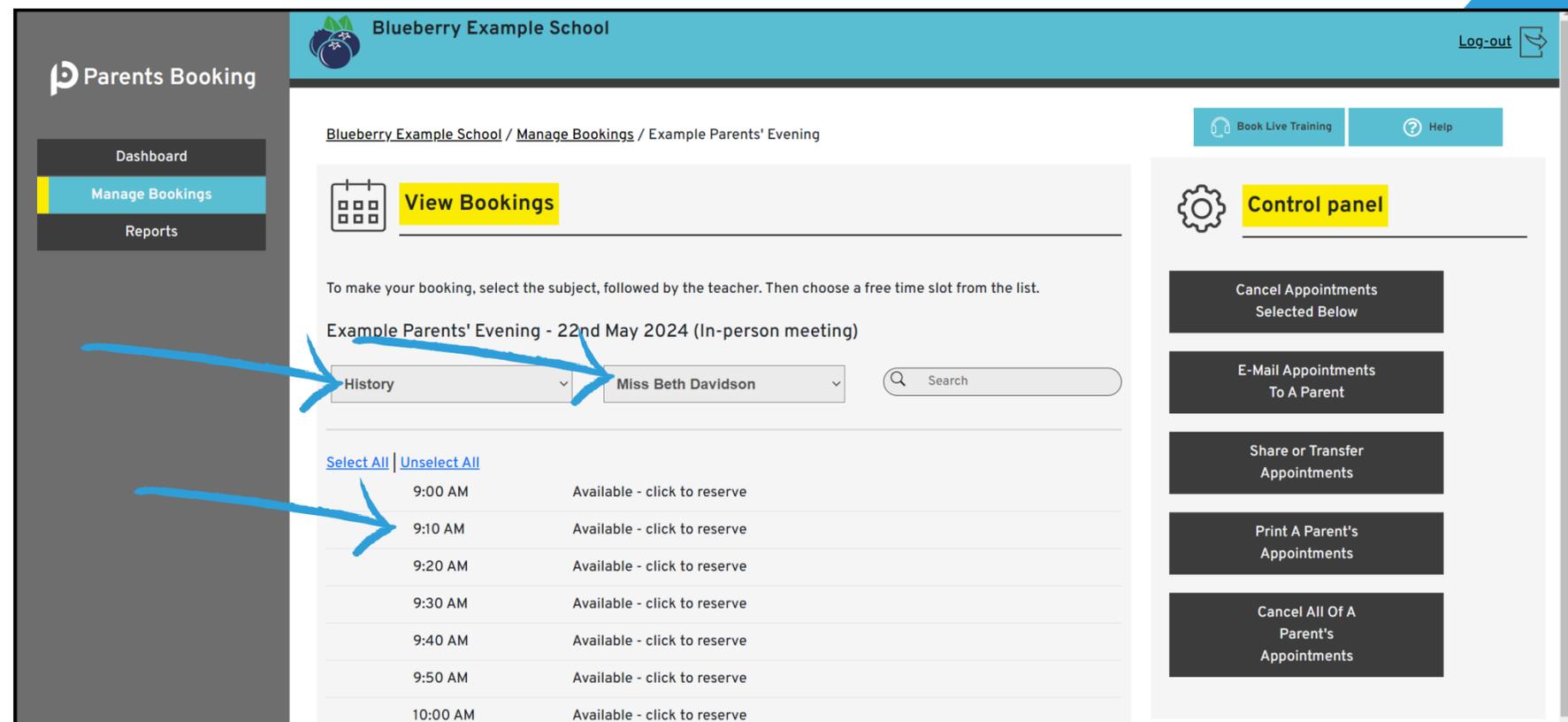
Name	Parents' Evening	Date	Reminders	Start	End
Spring Term	Example Parents' Evening	22nd May 2024	Send Messages	09:00	11:00
Spring Term	Another Example Parents' Evening	27th May 2024	Send Messages	07:00	10:55

Event Bookings

Name of Group	Event	Event Start Time	Event End Time
Example	Aladdin Test Event	30th Apr 2025 18:30	30th Apr 2025 20:30

School Clubs

Name of Group	School Club Name	School Club Start Time	School Club End Time
Example	This is an example Club	28th May 2024 11:20	28th May 2024 13:00
Example	Breakfast Club	03/06/2024	28/06/2024



Parents Booking

Blueberry Example School

Log-out

Book Live Training Help

Control panel

Cancel Appointments Selected Below

E-Mail Appointments To A Parent

Share or Transfer Appointments

Print A Parent's Appointments

Cancel All Of A Parent's Appointments

Blueberry Example School / Manage Bookings / Example Parents' Evening

View Bookings

To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.

Example Parents' Evening - 22nd May 2024 (In-person meeting)

History Miss Beth Davidson Search

Select All | Unselect All

9:00 AM	Available - click to reserve
9:10 AM	Available - click to reserve
9:20 AM	Available - click to reserve
9:30 AM	Available - click to reserve
9:40 AM	Available - click to reserve
9:50 AM	Available - click to reserve
10:00 AM	Available - click to reserve

Reports

Parents Booking offers detailed 'Reports' to check:

- Which parents have and have not booked any appointments
- Percentage of parents who have booked
- Percentage of appointments that are left
- Attendances, e.g. who did and did not attend past parents' evenings
- Which parents RSVP'd "No" to their invite
- Most/least popular appointment times
- And lots more!

To view reports, go to the Reports page and click on the correct term and parents' evening name.

Please also note that reports can be exported into Excel, printed or e-mailed.

Parents Booking

Blueberry Example School
Will Mackenzie

Blueberry Example School / Reports / Reports before parents' evenings

Reports before parents' evenings

Booking Chart (Total Students: 28)

- Students Not Booked (28.6%)
- Total Bookings (71.4%)

Attended Chart (Total Bookings: 10)

- Meeting Not Attended (100%)

Reports: 2nd Example Parents' Evening

Register classes: Year 8 8D

Number of children: 28

Number of parents: 45

Percentage of students whose parent(s) have made a booking: 28%

Register classes: Year 8 8D

Number of children: 28

Number of parents: 45

Percentage of students whose parent(s) have made a booking: 28%

Available appointments remaining: 2390 (99%)

Number of bookings: 10 (1%)

Average appointments available per teacher: 57

Popular Appointment Times

Frequency

Time

Type of report

- List of parents who have not booked yet:
- List of parents who have booked:
- List of bookings:
- List of teachers and appointments:
- List of subjects parents didn't book:
- List of parents who RSVP'd 'No':
- List of video meetings that did not 'connect':

Submit



Joining Video Meetings

On the day of the parents' evening, a blue "Join Video Appointment" button will show on your Dashboard around 10-15 minutes before your first appointment, after you login/refresh the page.

Any day in advance of your video meeting you can test your internet browser, web cam, microphone and internet connection's compatibility by clicking 'Video Settings'.

When you are ready to join your video meetings, click 'Join Video Appointments'. You will enter a video meeting room, and will await your first appointment starting.

When your first appointment is due to begin, you will need to authorize use of your microphone and web cam, and then your meeting will start at the scheduled time. **Meetings run exactly to schedule and will end and move on automatically.**

Blueberry Example School

You are logged in as Will Mackenzie

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

Upcoming events

Name / Date / Time	Deadlines	Bookings
Example 1-to-1 Meeting 17th May 2024 16:00 - 20:00	Starts: 16th May 2024 Ends: 28th May 2024	0% <input type="text"/> Join Video Appointment
Example Parents' Evening 22nd May 2024 09:00 - 11:00	Starts: 29th Dec 2023 Ends: 22nd May 2024	100% <input type="text"/>

Blueberry Example School / Video Meetings

Now: Mr Will Mackenzie (Rob Mackenzie)

Will Mackenzie

Time Remaining: 02:34

Video Settings
Video Meeting Help
Diagnostics

Schedule

Time	Child	Parent
17th May 2024 09:00	Example Student, Test	Example Parent
17th May 2024 17:20	Rob Mackenzie, A	Will Mackenzie



Creating a 1-to-1 Meeting

Teachers can create their own in-person or video meetings with parents. These can be follow-up meetings, or for one-off conversations, and you can even offer multiple families the opportunity to book an appointment with you at pre-set times.

To start, click “Create 1-to-1 Meeting” on your Dashboard, and complete that page to set out the times you are available to be booked and which parents can book you.

Once the 1-to-1 is set up, you can invite the parents from your Dashboard, and then wait for them to book appointment times.

The screenshot shows the 'Create a 1-to-1 Video Meeting' form. The form includes fields for '1-1 Meeting Name *', 'Date', 'First Appointment Start Time: *' (set to 07:00), 'Last Appointment Ends At: *' (set to 07:00), and 'Length of Appointments:' (set to 5 minutes). There are radio buttons for 'How will the meetings be held?' with 'Video Calls' selected. Below these are fields for 'Booking opens on *', 'Booking opens at *' (set to 00:00), 'Booking deadline *', and 'Deadline time *' (set to 00:00). A 'Select parents to invite' section contains a search box and checkboxes for 'Example Student' and 'Example Parent'.

The screenshot shows the 'Upcoming events' dashboard. A table lists events with columns for Name / Date / Time, Schedules, and Bookings. A 'Control Panel' sidebar on the right contains buttons for 'Video settings' and 'Create 1-1 meeting', and a dropdown menu for 'Options'.

Name / Date / Time	Schedules	Bookings
Example Parents' Evening 22nd May 2024 09:00 - 11:00	16th May 2024 - 22nd May 2024	100%
Example 1-to-1 Meeting 28th May 2024 12:00 - 14:00	Starts: 16th May 2024 Ends: 28th May 2024	0%