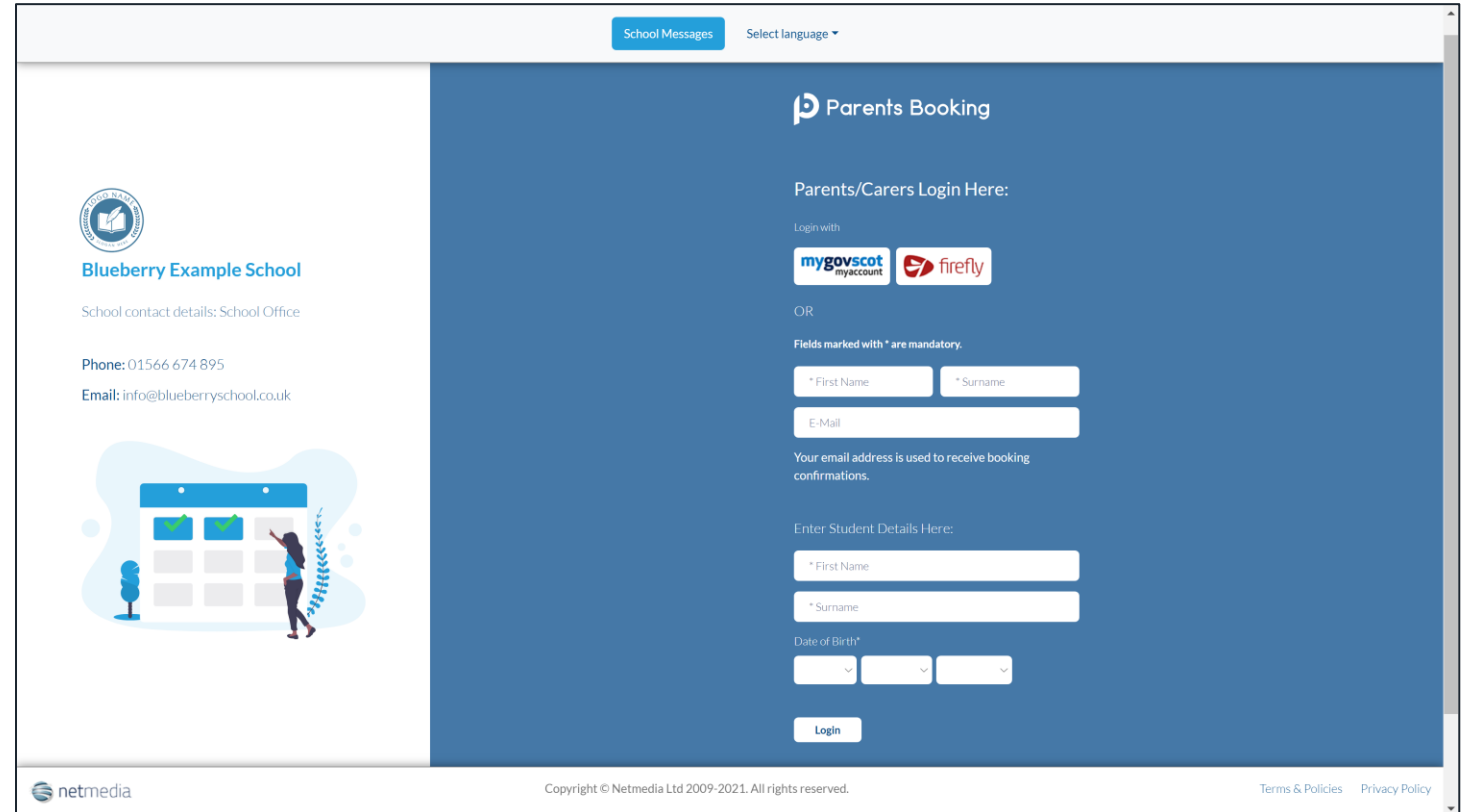


# How do I login?

1. The school will have sent you a website address to login with.
2. Next, login by completing the requested fields



The screenshot shows the login interface for 'Parents Booking' at Blueberry Example School. The page is divided into two main sections: a white sidebar on the left and a blue main content area on the right.

**Left Sidebar (White):**

- Logo of Blueberry Example School.
- School name: **Blueberry Example School**
- School contact details: School Office
- Phone: 01566 674 895
- Email: info@blueberryschool.co.uk
- Illustration of a person interacting with a calendar.

**Right Main Content Area (Blue):**

- Parents Booking logo.
- Section: **Parents/Carers Login Here:**
- Login with options: mygovscot myaccount and firefly.
- OR separator.
- Fields marked with \* are mandatory.
- Form fields: \* First Name, \* Surname, E-Mail.
- Text: Your email address is used to receive booking confirmations.
- Section: **Enter Student Details Here:**
- Form fields: \* First Name, \* Surname, Date of Birth\* (with dropdown menus).
- Login button.

**Page Footer:**

- netmedia logo.
- Copyright © Netmedia Ltd 2009-2021. All rights reserved.
- Terms & Policies | Privacy Policy

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

You now (usually) have the choice of two tools for making parents' evening appointments:

**Suggest Bookings for Me**

or

**Make Bookings for Myself**

The instructions for both of these options are shown on the next few slides..

Parents Booking

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

Blueberry Example School

Welcome Mr Alan Smith

Send school feedback Video Settings

School contact details  
School Office 01566 674 895 info@blueberryschool.co.uk

### Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11	23rd Feb 2021	16:00	19:00
	<a href="#">★ Suggest Bookings For Me</a>			
	<a href="#">✂ Make Bookings For Myself</a>			

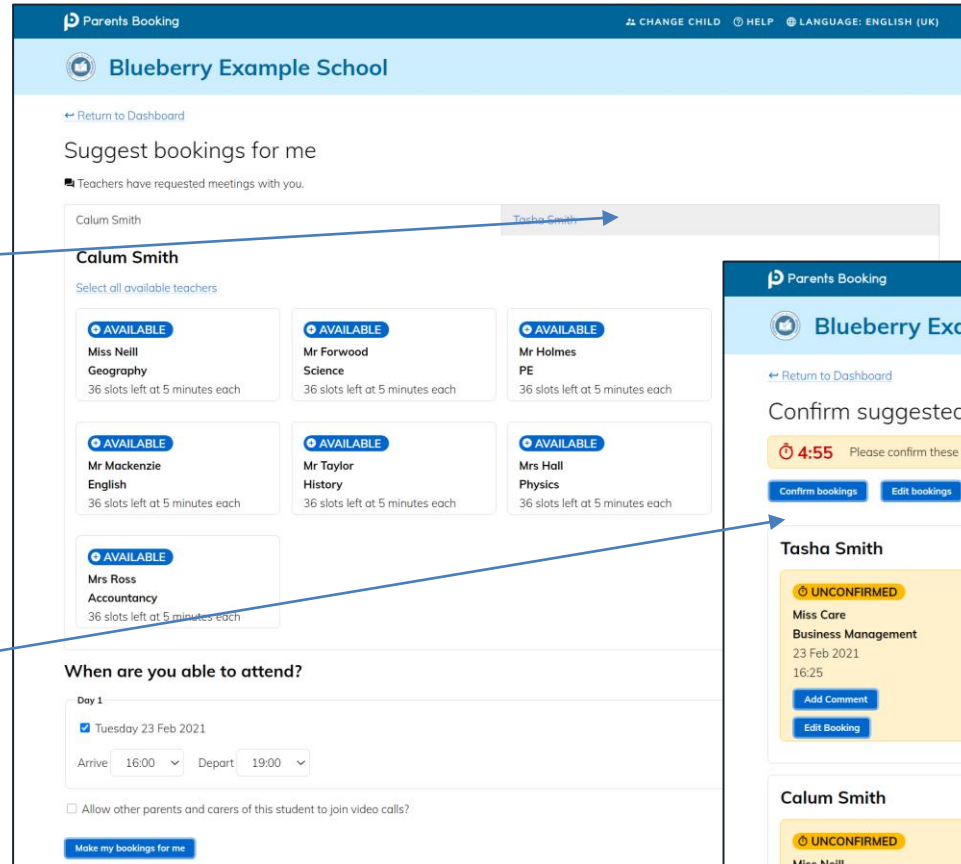
### School Events

Name of Group	Event Name	Date	Start	End
Spring Term	<a href="#">Student Performance of Aladdin</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	<a href="#">Student Performance of Lion King</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00

# Suggest Bookings for Me

Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

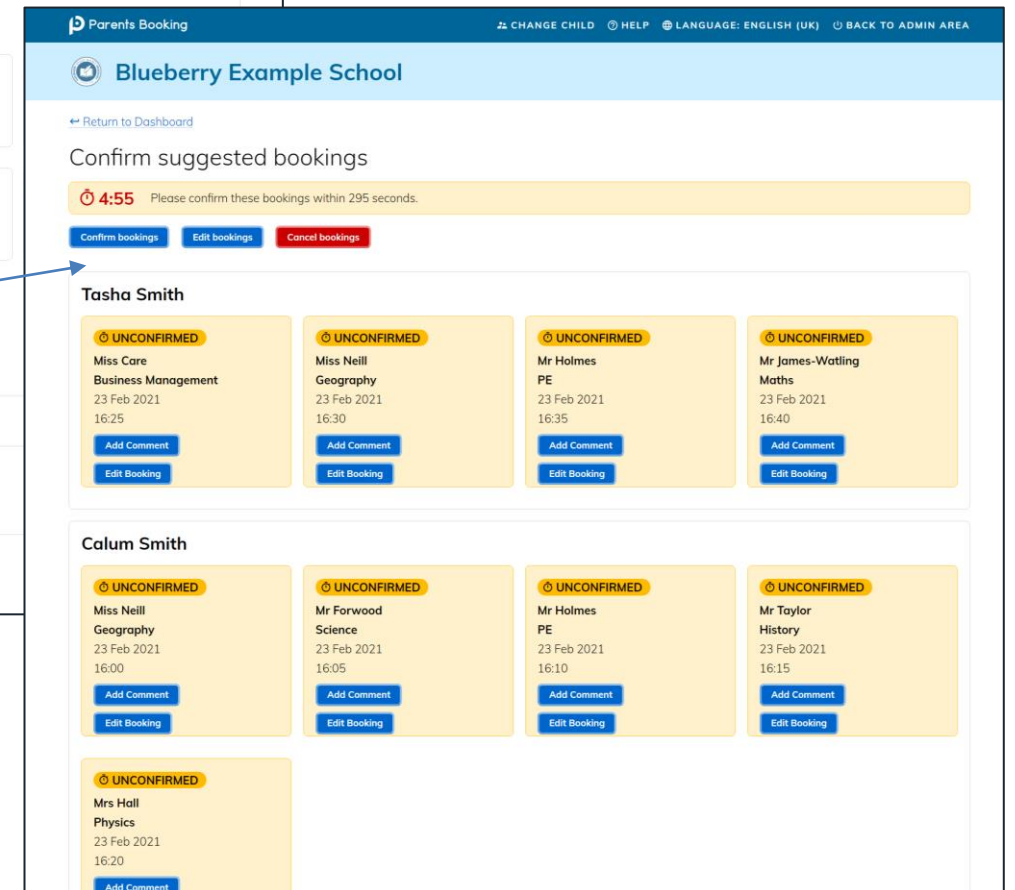
The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.



The screenshot shows the 'Suggest bookings for me' interface for Blueberry Example School. At the top, there are navigation links for 'CHANGE CHILD', 'HELP', and 'LANGUAGE: ENGLISH (UK)'. Below the school name, there is a 'Return to Dashboard' link and the title 'Suggest bookings for me'. A message states 'Teachers have requested meetings with you.' A search bar contains 'Calum Smith' and a dropdown menu shows 'Tasha Smith'. Below this, a grid of available teachers is displayed, each with an 'AVAILABLE' badge and '36 slots left at 5 minutes each':

- Miss Neill, Geography
- Mr Forwood, Science
- Mr Holmes, PE
- Mr Mackenzie, English
- Mr Taylor, History
- Mrs Hall, Physics
- Mrs Ross, Accountancy

At the bottom, there is a section 'When are you able to attend?' with a 'Day 1' dropdown, a checked date 'Tuesday 23 Feb 2021', and 'Arrive' and 'Depart' time pickers set to 16:00 and 19:00 respectively. A checkbox for 'Allow other parents and carers of this student to join video calls?' is present. A 'Make my bookings for me' button is at the bottom.



The screenshot shows the 'Confirm suggested bookings' interface for Blueberry Example School. At the top, there are navigation links for 'CHANGE CHILD', 'HELP', 'LANGUAGE: ENGLISH (UK)', and 'BACK TO ADMIN AREA'. Below the school name, there is a 'Return to Dashboard' link and the title 'Confirm suggested bookings'. A yellow banner indicates a 4:55 timer: '4:55 Please confirm these bookings within 295 seconds.' Below the banner are three buttons: 'Confirm bookings', 'Edit bookings', and 'Cancel bookings'. The interface displays a list of suggested bookings for two students: Tasha Smith and Calum Smith. Each booking is shown in a yellow box with an 'UNCONFIRMED' badge, the teacher's name, subject, date, and time, and 'Add Comment' and 'Edit Booking' buttons.

Student	Teacher	Subject	Date	Time	Status
Tasha Smith	Miss Care	Business Management	23 Feb 2021	16:25	UNCONFIRMED
	Miss Neill	Geography	23 Feb 2021	16:30	UNCONFIRMED
	Mr Holmes	PE	23 Feb 2021	16:35	UNCONFIRMED
	Mr James-Watling	Maths	23 Feb 2021	16:40	UNCONFIRMED
Calum Smith	Miss Neill	Geography	23 Feb 2021	16:00	UNCONFIRMED
	Mr Forwood	Science	23 Feb 2021	16:05	UNCONFIRMED
	Mr Holmes	PE	23 Feb 2021	16:10	UNCONFIRMED
	Mr Taylor	History	23 Feb 2021	16:15	UNCONFIRMED
	Mrs Hall	Physics	23 Feb 2021	16:20	UNCONFIRMED

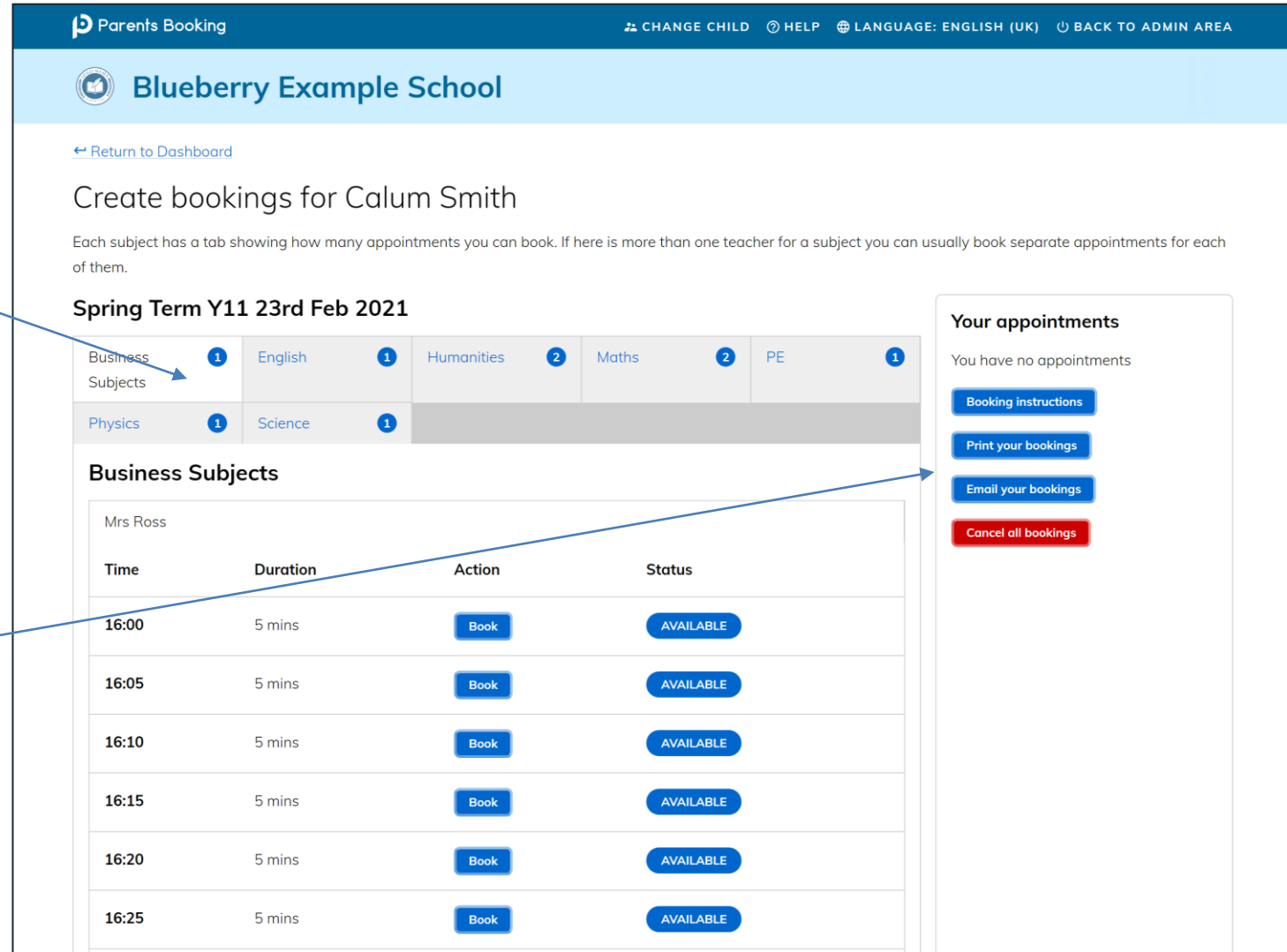
# Make Bookings for Myself

To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

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

Once bookings have all been made you can print or e-mail an appointment confirmation.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) BACK TO ADMIN AREA

Blueberry Example School

[Return to Dashboard](#)

## Create bookings for Calum 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.

Spring Term Y11 23rd Feb 2021

Business Subjects 1 English 1 Humanities 2 Maths 2 PE 1  
Physics 1 Science 1

### Business Subjects

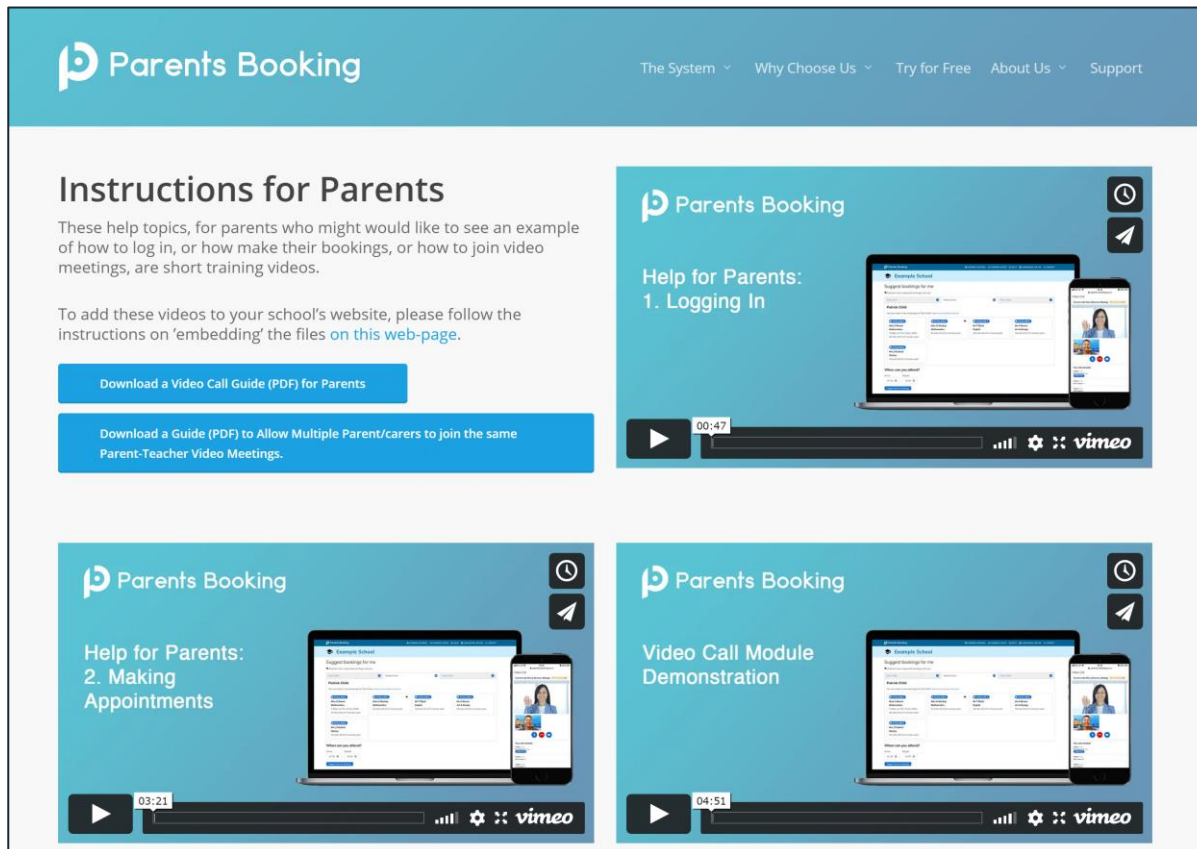
Mrs Ross

Time	Duration	Action	Status
16:00	5 mins	<a href="#">Book</a>	AVAILABLE
16:05	5 mins	<a href="#">Book</a>	AVAILABLE
16:10	5 mins	<a href="#">Book</a>	AVAILABLE
16:15	5 mins	<a href="#">Book</a>	AVAILABLE
16:20	5 mins	<a href="#">Book</a>	AVAILABLE
16:25	5 mins	<a href="#">Book</a>	AVAILABLE

**Your appointments**  
You have no appointments

[Booking instructions](#)  
[Print your bookings](#)  
[Email your bookings](#)  
[Cancel all bookings](#)

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



The screenshot shows the 'Instructions for Parents' section of the Parents Booking website. The page has a teal header with the logo and navigation links: 'The System', 'Why Choose Us', 'Try for Free', 'About Us', and 'Support'. The main content area is white and contains the following elements:

- Section Header:** 'Instructions for Parents'
- Text:** 'These help topics, for parents who might would like to see an example of how to log in, or how make their bookings, or how to join video meetings, are short training videos.'
- Text:** 'To add these videos to your school's website, please follow the instructions on 'embedding' the files on [this web-page](#).'
- Buttons:** Two blue buttons: 'Download a Video Call Guide (PDF) for Parents' and 'Download a Guide (PDF) to Allow Multiple Parent/carers to join the same Parent-Teacher Video Meetings.'
- Video Embeds:** Three video player thumbnails, each with a play button, a duration timer, and a 'vimeo' logo. The thumbnails are:
  - 'Help for Parents: 1. Logging In' (00:47)
  - 'Help for Parents: 2. Making Appointments' (03:21)
  - 'Video Call Module Demonstration' (04:51)