Parents Booking

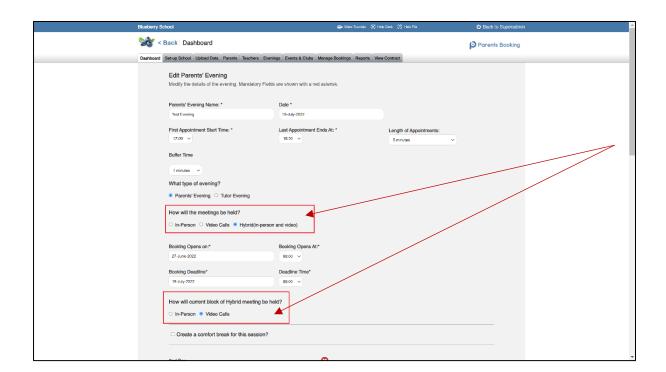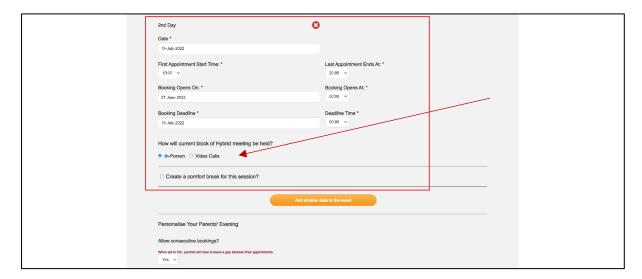# Setting up Hybrid parents' evenings

There is also a video version of this topic/guide here: YouTube / Vimeo

1.   You must have added the video module to your Parents Booking account, otherwise the functionality described in this video will not be shown. Contact hello@parents-booking.com if you want further information on adding the video module to your account.

2.   In the Parents Booking Admin Area, create a new parents' evening and note that you can choose "Hybrid (in-person and video) from the "How will the meetings be held?" section.

3.   Once you have selected 'Hybrid', each 'Day' you create will ask whether this "block" of time is in-person or video.

Input the date and times for your first day/block of time, e.g. 4pm – 5.30pm, and choose whether it is in-person or video below, as shown in the screenshot above.

4.   Next, press the orange "Add another date to this event" button to create a new day/block of time. Once again, you'll be asked whether this block of time is for video or in-person meetings.

Repeat, creating all the different 'blocks' of time that you want, and correctly assign whether they are video or in-person, until you have added all of the options you with to make available, e.g.:

17th Oct, 4pm – 5.30pm, video meetings

17th Oct, 6pm – 7:30pm, in-person

18th Oct, 4pm – 5.30pm, in-person

18th Oct, 6pm – 7.30pm, video meetings

5.   Once you have saved your parents' evening, and undertaken all of the usual tasks such as unticking tecahers that you do not wish to be available for appointments, and sent parents their invite, you can see how these settings will appear to Admins, teachers and parents via the screenshots below, where the red arrows details which session each 'block' of time is, and ultimately shows this on parent schedules.

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↩ Return to Dashboard

Suggest bookings for me

🗨 Teachers have requested meetings with you.

Nathan Allen

Nathan Allen

Select all available teachers

● AVAILABLE	● AVAILABLE
Mrs James	Mrs Science
Maths	Science
25 slots left at 5 minutes each	25 slots left at 5 minutes each

When can you attend?

Day 1

☑ Tuesday 19 Jul 2022 (Video Call)

Arrive 17:00 ⌄ Depart 18:30 ⌄

Day 2

☑ Tuesday 19 Jul 2022 (In-Person)

Arrive 19:00 ⌄ Depart 20:00 ⌄

☐ Allow other parents/carers from your family to join your video meetings?

[Make my bookings for me]

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Create bookings for Nathan Allen

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.

Test Evening 19th Jul 2022 (Video Call)

Maths ✔   Science ✔

Maths

Mrs James
Maths

Time	Duration	Action	Status
17:00	5 mins	Modify	THIS BOOKING
17:06	5 mins		APPOINTMENT
17:12	5 mins	Book	AVAILABLE
17:18	5 mins	Book	AVAILABLE
17:24	5 mins	Book	AVAILABLE
17:30	5 mins	Book	AVAILABLE
17:36	5 mins	Book	AVAILABLE
17:42	5 mins	Book	AVAILABLE
17:48	5 mins	Book	AVAILABLE
17:54	5 mins	Book	AVAILABLE

Your appointments

Mrs James
Maths
Nathan Allen
17:00 19th Jul 2022

Mrs Science
Science
Nathan Allen
17:06 19th Jul 2022

[Booking instructions]
[Print your bookings]
[Email your bookings]
[Cancel all bookings]
[⌃ Add bookings to calendar]

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Your booking schedule

[Print your bookings] [Email your bookings] [⌄ Add bookings to calendar]

Test Evening

Blueberry School
School Office 01463 731000 hello@blueberryschool.com

Appointments for Mr Karl Cripps

Date	Time	Student Name	Teacher Name	Subject	Room
Tuesday 19th Jul 2022 In-Person	15:00 (5 minutes)	Asha Boulton	Mr James-Watling	Maths	
Tuesday 19th Jul 2022 In-Person	15:05 (5 minutes)	Harvey Cripps	Mr Bayer	French	
Tuesday 19th Jul 2022 In-Person	15:10 (5 minutes)	Harvey Cripps	Mr James-Watling	Maths	
Tuesday 19th Jul 2022 Video Call	18:05 (5 minutes)	Harvey Cripps	Miss Jones	English	