



# Admin Area Guide

For:  
Groupcall Messenger  
Teachers2Parents  
ParentApps

Version 6.3



# Before you start...

## Contents of this guide:

- Admin Area Guide - pages 3 to 22

This Admin Area focuses on setting up parents' evenings principally.

## Other guides you can download for other tasks include:

- [Admin guide for setting up events, clubs and wraparound care booking \(as well as online payments\)](#)
- [Setting up a video or hybrid parents' evenings](#)
- [Instruction guide for your school's teachers](#)
- [Instruction guide for your school's parents](#)

## An explanation on your Admin Area website design colours:

This guide explains how schools use Parents Booking, while also reconciling with the fact each school's Admin Area can have different colour schemes.

**Some schools will have a green, yellow or blue Admin Area. As such, the screenshots in this guide will not always exactly match your web pages' colours, but all the buttons and functions are exactly the same.**

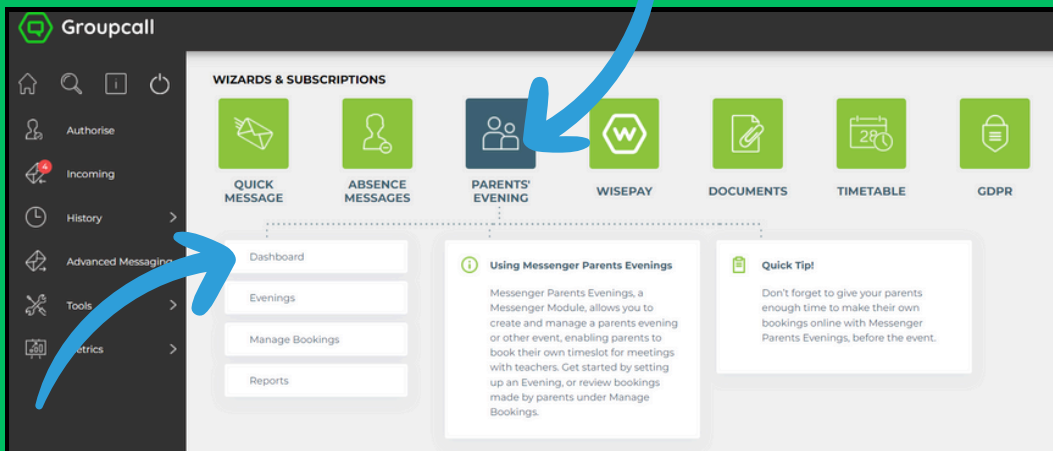
## And a note on the types of user accounts:

Parents Booking offers four different levels of users/privilege.

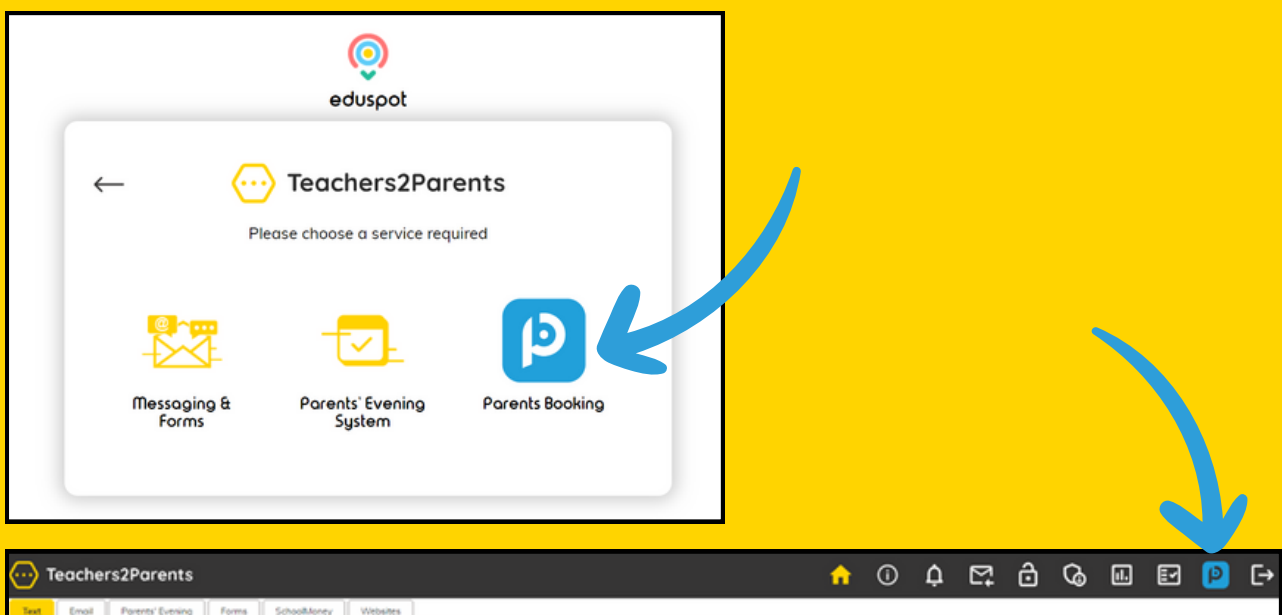
- **Admins** have the highest level of power
- You can also offer a lower level of privilege to **Staff** users.
- **Parents** and **Teachers** also have their own logins/access.

# Logging in to Parents Booking

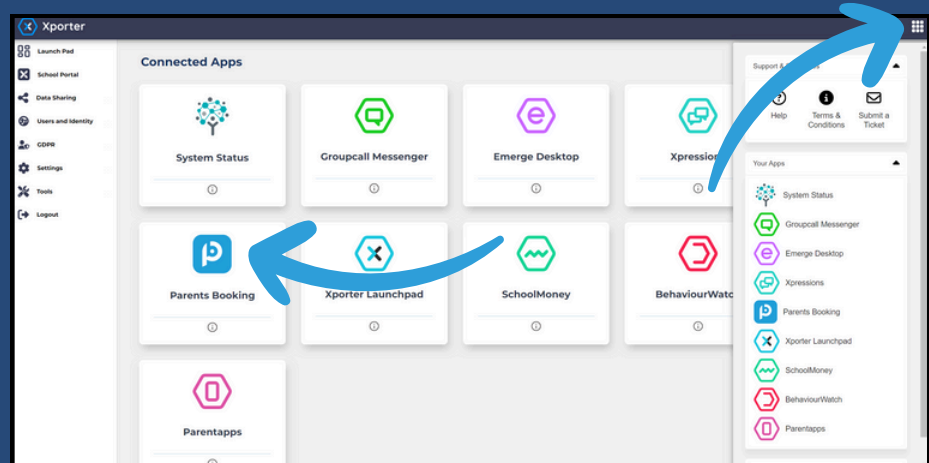
If you use Groupcall Messenger, press the 'Parents Evenings' tile, and then click on Dashboard...



If you use Teachers2Parents, press the "Parents Booking" button on your login page, or the  button on the header bar.



You can also login to 'Parents Booking' via its button on your Launch Pad and/or the "9-dot" feature (shown in the top right corner) of Xporter and other Community Brands products..



# Admin Area Guide

## 1. First-Time Setup

On the “Set Up School” page, review the following four settings:

- Parent Login Page. This is the web address parents will go to to login and always starts <https://parents-booking.co.uk/...>
- Create Admin user accounts for all Admins who need access. Go to the “Add/Edit Admin Users” button in the Control Panel to create logins for colleagues who need full Admin access.
  - Teachers will be able to login to their own accounts once we set these up later.
  - There is a lower level of privilege called “Staff” that can be used where you don’t want to give full Admin rights to non-teachers. You can choose a password for this in the Set Up School > Usernames and Passwords section.
- Review the School Contact Information tab to check the main school email and phone are correct, in case parents need help
- Upload a school logo (and a map of classrooms if helpful).

Parents Booking

Dashboard

Set-up School

Upload Data

Parents

Teachers

Evenings

Events & Clubs

Manage Bookings

Reports

View Contract

Blueberry Example School  
Will Mackenzie

Log-out

Blueberry Example School / Set-up school

Set-up School

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

School details and URL link

School Name

Parent Login Page ([www.parents-booking.co.uk/your-link-here](#))

Blueberry Example School

blueberry

N.B. Only letters, numbers and underscore are allowed. No spaces are allowed.

School Address, Line 1

School Address, Line 2

Town

County

Postal/ ZIP Code

Country

School Establishment Code

SSO API Key

☐ Primary School

☒ Secondary School

☐ All Through

School usernames and passwords

School contact information

The message entered here will appear on parents login screen

Upload school logo and map

Control Panel

Parent Login Method

Preferences Page

Add/Edit Admin Users

## 2. Features You Might Want to Turn On/Off

In the 'Set Up School' page's Control Panel, find the 'Preferences Page' button.

In this section you will find an array of features you can customise. Generally speaking all settings should be correct for your needs, however two are highlighted below that you may want to change.

### "Should parents be able to enter comments when booking a teacher?"

- Turn this feature off if your school does not want parents to be able to add comments/discussion topics to the appointments they make with teachers.
- N.B. Parents are only allowed to write a few words if you leave this setting on.
- This setting is used infrequently by parents, and we recommend leaving it on so that where necessary parents can make teachers aware of a topic they'd like to discuss, so teachers are aware in advance.

### "Are parents allowed to request a translator?"

- Schools who want to allow parents to request a translator for their appointment should turn this feature on. A button will then be displayed to parents, for them to request a translator, after they 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.
- For the avoidance of doubt, this button only takes the parents' requests, it does not book translators on behalf of the school. Typically schools take these requests and use them to book the necessary translators.

### 3. Setting up a parents' evening

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

- Upload/sync the school's pupils, parents, teachers and classes (often referred to as the school's "data")
- Set up your parents' evening by inputting the dates and appointment times, before editing which teachers/classes are available to book.

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

Go to the 'Upload Data' page. On this page you be able to import your school's data automatically (or via a spreadsheet), which is vital to do before setting up a parents' evening, so that the data in use is all up-to-date.

If this is your first time importing data, click on the "Instructions Guide and How to Upload Data" button (see screenshot below).

If you have any questions, seek support.

The screenshot displays the 'Parents Booking' interface for 'Blueberry Example School' (Will Mackenzie). The left sidebar contains a menu with options: Dashboard, Set-up School, Upload Data (highlighted), Parents, Teachers, Evenings, Events & Clubs, Manage Bookings, Reports, and View Contract. The main content area is titled 'Blueberry Example School / Upload Student Data to the system'. It features a 'Upload Pupil, Parent and Teacher Data' section with a progress bar (0%) and instructions to press the 'Upload Data' button. Below this is a section for 'Data Upload in One Click via Web Services', which includes a form for SchoolID (8716008), Year Groups to Import (Year 7 and Year 8 selected), and a dropdown for '2 Contacts'. There are checkboxes for 'Main Class Teacher' and 'Parental Responsibility' (checked). Buttons for 'Fetch', 'Save', and 'Get Data from MIS' are present. On the right, the 'Upload settings' panel allows selecting upload preferences (e.g., 'Identify students who are "Leavers"') and scheduling uploads. A blue arrow points from the 'Instructions Guide and How to Upload Data' button in the right panel to the text in the paragraph above.

### FAQ #1: How often should I import 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/classes.

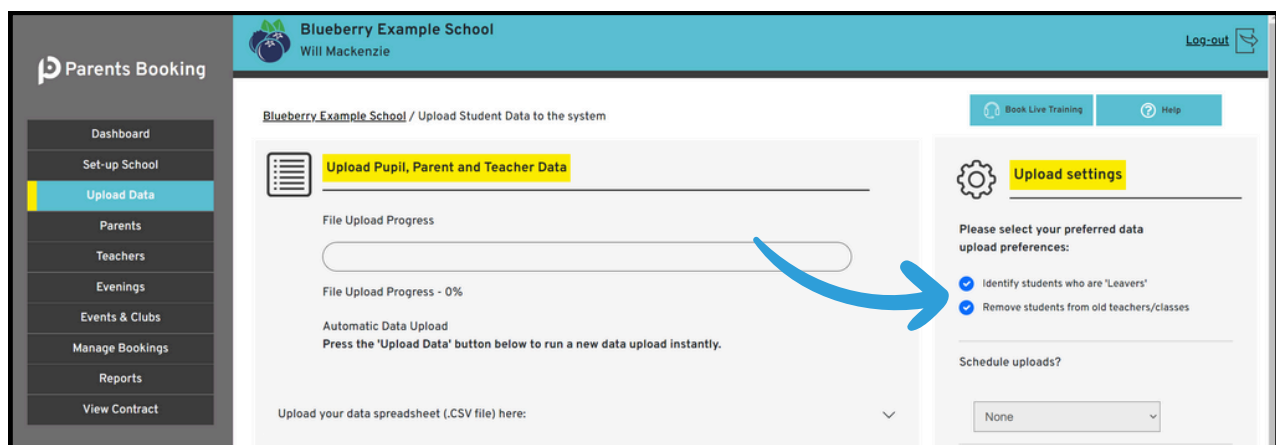
### FAQ #2: Can Parents Booking sync my data daily?

Check in the top right corner of the Upload Data page to see if a setting there offers to sync your data daily. If so, turn this on and the data sync will run overnight, every night.

### Upload settings will be shown to [some](#) schools

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

Where available to use, these settings can be temporarily turned off before you start a data import, because sometimes you don't want them to impact data imports. If you don't see these settings, ignore this section (it doesn't apply to your school).





## Data import settings

Schools who import their data automatically will be able to customise their import are available on the 'Upload Data' page.

The screenshot shows the 'Parents Booking' interface for 'Blueberry Example School'. The left sidebar contains a menu with 'Upload Data' highlighted. The main content area is titled 'Upload Pupil, Parent and Teacher Data'. It includes a 'File Upload Progress' section with a progress bar at 0%. Below this is a section for 'Automatic Data Upload' with a 'Fetch' button. A blue arrow points to the 'Fetch' button. To the right of the main content is a 'Upload settings' panel with options for 'Identify students who are "Leavers"' and 'Remove students from old teachers/classes', both of which are checked. There is also a 'Schedule uploads?' dropdown set to 'None'. At the bottom of the main content area, there is a 'Data Upload in One Click via Web Services' section with fields for 'SchoolID' (8716008), 'Year Groups to Import' (Year 7 and Year 8), 'Parents to Import' (2 Contacts), and checkboxes for 'Main Class Teacher' (unchecked) and 'Parental Responsibility' (checked). There are 'Fetch' and 'Save' buttons, and a 'Get Data from MIS' button at the bottom.

Although the layout (an example of which is shown above) may differ from school to school, these are common settings:

- Year Groups to Import -> Press 'Fetch' to find year groups. Tick and 'Save' those you want to import. **Blank = import everyone.**
- Parents to import -> Importing 2x is usually best, even if you'll only invite 1x later. We recommend 2x because you will choose which parents are sent an invite to login later, and it's usually best having both parents as options, **e.g. where there are families with separated parents and you want to invite both.**
- Main Class Teacher -> Untick to import all teachers for all classes (which imports more data, but normally means you do not have to add teachers to class codes later, saving a lot of possible extra work). See bottom of page 7 for more on this.
- Parental Responsibility -> Keep ticked to import only parents who have 'parental responsibility' in your MIS. Untick if your school does not use this setting in its MIS / if no parents import.

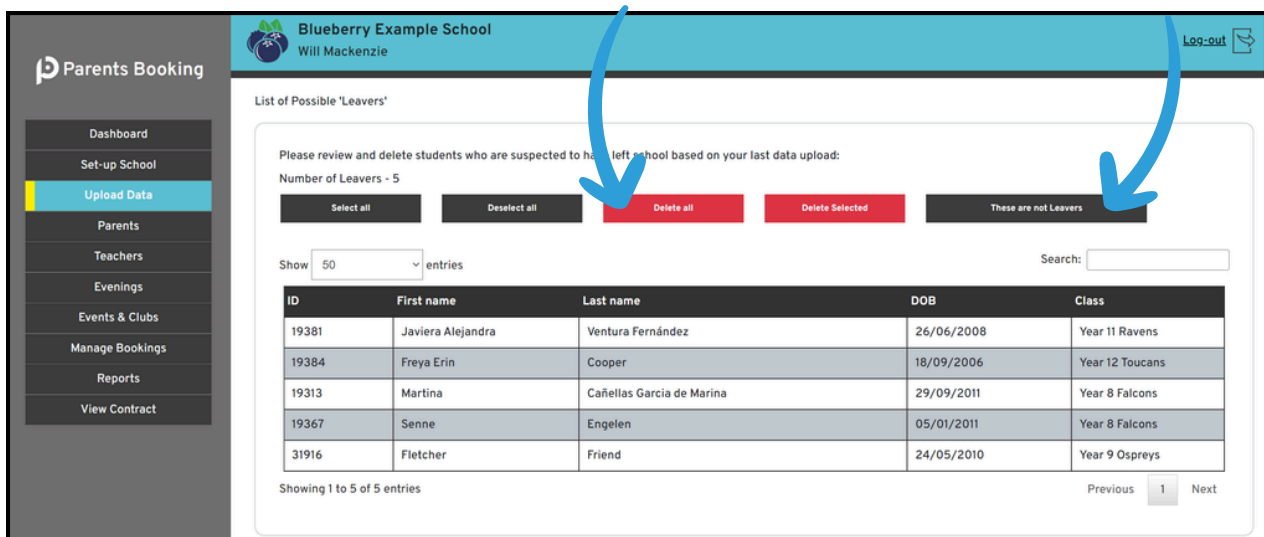
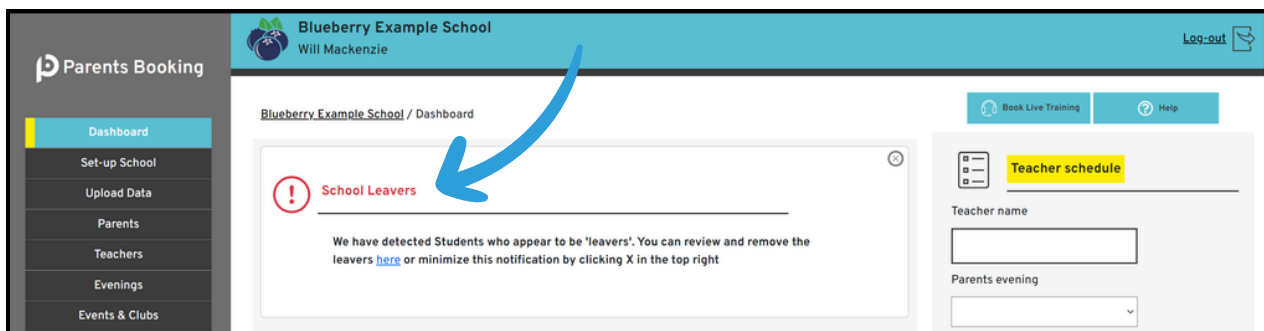
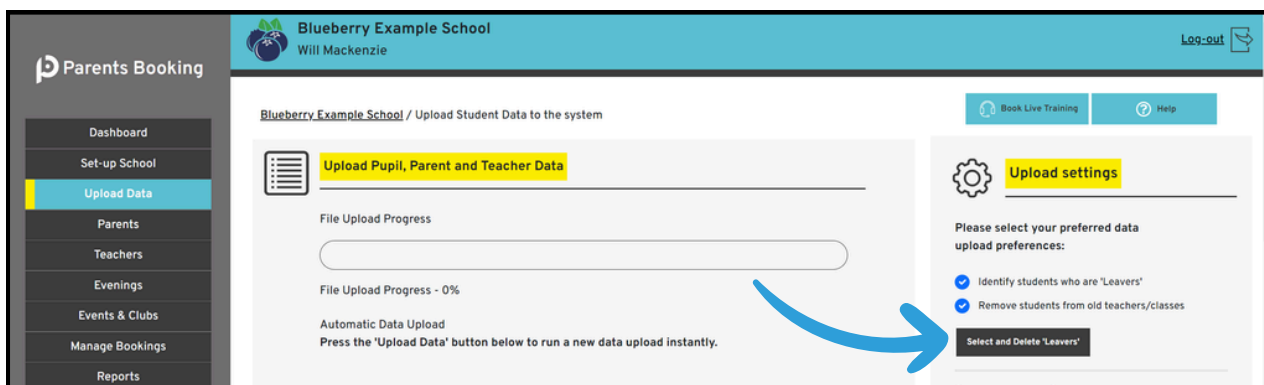


## Detecting 'Leavers'

When a data upload is run, Parents Booking will typically look for student 'leavers'.

Direct syncs with Arbor, Bromcom, Integris and iSAMS will guess who leavers are based on students that were not imported in the most recent sync. **This is not always an exact science, so check the Leavers report carefully.** Xporter, Wonde and other transfer tools check the actual student leaver date and are more accurate.

Screenshots 1 and 2 below show where you can review 'Leavers' and screenshot 3 shows how you remove these.



### 3(b) Setting up your parents' evening

Once you have imported/synced your data, you can proceed to the Evenings page to set up your parents' evening.

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.

The screenshot shows the 'Parents Evening Term/Groups' page. On the left is a sidebar with navigation links: Dashboard, Set-up School, Upload Data, Parents, Teachers, **Evenings**, Events & Clubs, Manage Bookings, Reports, and View Contract. The main header area includes the school name 'Blueberry Example School' and 'Will Mackenzie', a 'Log-out' button, and a 'Help' button. The page title is 'Parents Evening Term/Groups'. Below the title, there's a section 'Create a new term/group' with input fields for 'Name' (with the example 'Spring Term'), 'Start Year' (2023), and 'End Year' (2024), followed by a 'Save' button. Below this, there's a section 'Click on the correct group/term name below to create/edit your parents' evening'. It lists '2023/2024' with a link 'Spring Term' (highlighted with a blue arrow) and buttons for 'Edit Name' and 'Delete'.

Inside the 'Term' you've created, use the 'Create New Evening' button to set up a new parents' evening. Complete this page to set up your event.

The screenshot shows the 'Create or Edit an evening' page. The sidebar is the same as the previous screenshot. The main header area includes the school name and a 'Log-out' button. The page title is 'Create or Edit an evening'. Below the title, there's a section 'Use this page to create a new parents' evening, or 'Edit' the details of an existing parents' evening, send a notification e-mail to parents, add/edit students and teachers or make breaks for teachers.' To the right of this section is a 'Control panel' with a 'Create New Evening' button (highlighted with a blue arrow). Below the text, there's a table with columns 'Name/ Date', 'Booking Deadline', and 'Bookings Made'. The table has two rows: 'Example Parents' Evening' and 'Another Example Parents' Evening'. The 'Example Parents' Evening' row shows a booking deadline of '24th Apr 2025 / 09:00 - 11:00' and '33%' bookings made. The 'Another Example Parents' Evening' row shows a booking deadline of '27th May 2024 / 07:00 - 10:55' and '0%' bookings made. To the right of the table is a 'Control panel' with a 'Create New Evening' button and instructions for adding/editing students, teachers, adding breaks, and creating or deleting evenings.

Name/ Date	Booking Deadline	Bookings Made
Example Parents' Evening 24th Apr 2025 / 09:00 - 11:00	Starts: 29th Dec 2023 at 09:00 Ends: 24th Apr 2025 at 09:00	33%
Another Example Parents' Evening 27th May 2024 / 07:00 - 10:55	Starts: 7th May 2024 at 00:15 Ends: 28th May 2024 at 00:10	0%

Fill in all of the required fields (which are marked with a \*) as well as any others that apply to your needs. You will need to know the date(s), start time and end time of appointments, when appointments will open and close for parent booking, and the Reg/Year groups that are to be invited, as a minimum.

**Blueberry Example School**  
Will Mackenzie

Parents Booking

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

Blueberry Example School / Evenings / Edit Parents' Evening

**Edit Parents' Evening**

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

We recommend uploading fresh 'data' before setting up your parent's evening. If you have not done so already.

Parents' Evening Name: \*  
Example Parents' Evening

Date \*  
24-April-2025

First Appointment Start Time: \*  
09:00

Last Appointment Ends At: \*  
11:00

Length of Appointments: \*  
10 minutes

Gap of time between meetings  
0 minutes

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

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

When you save your parents' evening, you will be taken to a page which lists all of the teachers and classes that are in it, like below:

**Blueberry Example School**  
Will Mackenzie

Parents Booking

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

Blueberry Example School / Evenings / Edit the Teachers in an Evening

**Manage the Teachers**

Example Parents' Evening

Instructions:  
 (1) Untick teachers/classes that you do not want to be booked by parents, then press 'Save Changes'. Where a class says "Main", this is the main class teacher according to your timetable.  
 (2) If a class code is shared you will see Yes/No questions in the furthest right columns. "Link bookings"? can book all ticked teachers into one 'shared' appointment. "Book separately" can allow parents to book all of the ticked teachers. If you leave these columns No/No, parents can only book 1x of the ticked teachers.  
[\[Read more here\]](#)

Save Changes Update

Number of Classes: - 252

Select all Deselect all Tick 'Main' Option Only Search ...

	Class Code	Name of Teacher	Subject	Link bookings?	Bookable separately?
12	10B/Sol	<input checked="" type="checkbox"/> Mr M Konchalski <input checked="" type="checkbox"/> Ms A Little (Main)	Sociology Sociology	No	No
21	10x/Fr2	<input checked="" type="checkbox"/> Dr J Lebon (Main) <input checked="" type="checkbox"/> Mrs B Pearson	French French	No	No
37	11C/Eg2	<input checked="" type="checkbox"/> Mr P Brown <input checked="" type="checkbox"/> Mr R Tufnell (Main)	Engineering Engineering	No	No
38	11C/Fr1	<input checked="" type="checkbox"/> Dr J Lebon (Main) <input checked="" type="checkbox"/> Mr S Dumbell	French French	No	No
48	11z/Pe1	<input checked="" type="checkbox"/> Mrs A Zelinskova <input checked="" type="checkbox"/> Mr C Yates (Main)	Physical Ed Physical Ed	No	No

**Control panel**

Export Class Codes (.xlsx)  
Copy / Move Class Codes  
Reorder Departments  
Advanced Settings (Rooms, Minutes, etc.)

## 4. Edit the teachers

On the page mentioned above (also found via **Dashboard > Options > Edit the Teachers** once your parents' evening has been set up), you will need to untick the teachers that you do NOT want parents to be able to book. **Only teachers/classes ticked here can be booked.**

Blueberry Example School  
Will Mackenzie

Parents Booking

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

Blueberry Example School / Evenings / Edit the Teachers in an Evening

**Manage the Teachers**

Example Parents' Evening

Instructions:  
(1) Untick teachers/classes that you do not want to be booked by parents, then press 'Save Changes'. Where a class says "Main", this is the main class teacher according to your timetable.  
(2) If a class code is shared you will see Yes/No questions in the furthest right columns. "Link bookings?" can book all ticked teachers into one 'shared' appointment. "Book separately" can allow parents to book all of the ticked teachers. If you leave these columns No/No, parents can only book 1x of the ticked teachers.  
[\[Read more here\]](#)

Save Changes Update

Number of Classes: - 252

Select all Deselect all **Tick 'Main' Option Only** Search ...

Class Code	Name of Teacher	Subject	Link bookings?	Bookable separately?
12	10B/Sol	Mr M Konchalski Ms A Little (Main)	Sociology Sociology	No No
21	10x/Fr2	Dr J Lebon (Main) Mrs B Pearson	French French	No No
37	11C/Eg2	Mr P Brown Mr R Tufnell (Main)	Engineering Engineering	No No
38	11C/Fr1	Dr J Lebon (Main) Mr S Dumbell	French French	No No
48	11z/Pe1	Mrs A Zelinskova Mr C Yates (Main)	Physical Ed Physical Ed	No No

Control panel

Export Class Codes (.xlsx)  
Copy / Move Class Codes  
Reorder Departments  
Advanced Settings (Rooms, Minutes, etc.)

- To help with this, you can click **"Tick 'Main' Option Only"**, highlighted in the screenshot above. This will untick any teachers who are not the 'Main' teacher for a class.
- Where you have 2+ teachers ticked for a class, you can use the "Link Bookings?" and "Bookable Separately?" Yes/No questions to set up whether parents are allowed to book both teachers or separately.
- By default, these settings are always No/No, which means parents can only book one of the teachers.
- If you set the first No to a Yes, this will book both teachers into one 'shared' appointments at the same time.
- If you set the second No to a Yes, this will let parents book both teachers at separate times if they want to.

**The instructions for this web page continue on the next page...**

- Click “Export Class Codes” in the Control Panel to download a spreadsheet of this web page, for sharing with teachers, to check everything is set up the way they want.
- The “Advanced Settings/Rooms” button in the Control Panel can be used to change the appointment length for selected teachers IF you turned this setting on when you created your parents’ evening.

Press Save Changes to make sure all your changes are saved.

### Adding a class code to a different teacher

Sometimes you will need to add a teacher to a class code that they do not regularly teach, or that they are not ‘linked’ to on your timetable, e.g. where a different teacher is taking the class, or the class is being shared.

On the ‘Edit the Teachers’ page (**Dashboard > Options > Edit the Teachers**), click the small + icon (indicated in the screenshot below) to add a teacher to the class code. Once you do, the page will refresh and they will be a booking option for parents, so long as they are ticked for that class code.

**Blueberry Example School**  
Will Mackenzie

Parents Booking

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

Blueberry Example School / Evening Groups / Summer Term / Y10 Parents' Evening / Edit the Teachers in an Evening

Shortcut to: [Edit Parents' Evening](#) | [Edit Students](#) | [Edit Teachers/Classes](#) | [Teacher Availability](#) | [Send Invites](#)

**Manage The Teachers In This Parents' Evening**

Y10 Parents' Evening

Instructions:  
(1) Untick teachers/classes that you do not want to be booked by parents, then press 'Save Changes'. Where a class says "Main", this is the main class teacher according to your timetable.  
(2) If a class code is shared you will see Yes/No questions in the furthest right columns. "Link bookings?" can book all shared teachers into one 'shared' appointment. "Book separately" can allow parents to book all of the ticked teachers. If you have these columns No/No, parents can only book 1x of the ticked teachers.  
[\[Read more here\]](#)

[Save Changes](#) [Update](#)

Number of Classes: - 30

[Select all](#) [Deselect all](#) [Tick 'Main' Option Only](#)

Class Codes	Name of Teacher	Link bookings?	Bookable separately?		
1	12/Acc/1	Mr Gavin Hoskins Miss S Andrews	Business Management Business Management Business Management	No	No
2	Careers	Miss Care Mr Gavin Hoskins Mr Boyer	Careers Careers Careers	No	No
		Mr Gavin Hoskins Miss S Andrews	Drama Drama	No	No

**Control Panel**

[Export Class Codes \(.xlsx\)](#)  
[Remove A Class](#)  
[Reorder Departments](#)  
[Advanced Settings \(Rooms, Appointment Lengths, etc.\)](#)

### Splitting classes / editing class codes

If you need to make more complex class changes, for example dividing a class code into two parts (to dictate which teachers sees exactly which list of students), this can be done using the '[Edit Class Codes](#)' button on the Teachers page.

When you go to [Teachers > Edit Class Codes](#), you can edit an existing class code's student list, OR our suggestion would be to create your own class code, and then use the Reg, Year and Class Code filters to create an exact list of the students you need in it. If you give these Class Codes a unique name, you can then go to the Teachers page, edit a teacher and use 'Add Students/Class' to add your class code to the correct teachers.

Again, any change such as these will create a red Notification banner that asks if you want to add them to an active parents' evening, so if you do, before sure to apply the changes to the correct parents' evenings.

### 5. Adding breaks to teachers / blocking out time

After you have set up your parents' evening, you might want to block out appointment times for teachers. To do this, go to [Dashboard > Options > Add Breaks/Extend Teachers](#). On this page you can click one teacher to make breaks for them, OR use the tick boxes to select multiple, e.g. where you want to block lots out at the same time.

Alternatively, use [Dashboard > Options > Show Teacher Availability](#) to see a graphical representation of all teachers' timelines, from their first appointment to their last, so that you can review their schedules/availability, to see how much available time each has, whether teachers have breaks, and where teachers have appointments.

## 6. Is this a video parents' evening?

It is vital that your school checks its network/firewall will not accidentally block the video meeting technology that Parents Booking uses (which is called Twilio).

Use this URL to complete the below steps:

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

- You need to run a [Network Test](#) on the internet connection staff will be using, to check that the school's firewall/network is not blocking the video meetings, and to check there is sufficient bandwidth for the number of staff joining video meetings consecutively.
- You should ask all staff and all parents to run the (more user-friendly) [Compatibility Test](#). This test checks that the parent/teacher's device (computer, laptop, smartphone, tablet) and internet connection and internet browser and webcam and microphone will all work. Teachers and parents can also do this any time from inside Parents Booking - there is a "Network Test" button shown on their web pages after they login. Furthermore, if they try to join a video meeting and we detect a problem, we will tell them before their video meeting starts - presuming they have arrived early.

If there are any problems with the Network Test detailed in point #1 above, the most common fixes are shown in part 3 of these instructions: <https://knowledge.parents-booking.com/how-to-run-a-video-call-test/>

If you have any concerns or questions, contact [our Support team](#).



## 7. Setting up teacher logins

You will most likely want teachers to be able to login, so they can check their appointment schedules, or make their own breaks if you allow them to (the setting for this permission is in Edit Parents' Evening). Also, if you are offering video parents' evenings, teachers will have to be able to login to join these.

To send teachers their username and a link that lets them create their password, go to the Teachers page.

You will notice there is a status for each teacher called "Login Setup?". This helps you understand each teachers' login status:

- Teachers whose status is "Not Configured" have not been sent their login information yet
- Teachers whose status is "Password Sent" have been sent an email with their username and a link to create a password
- Teachers whose status is "Setup Complete" have created a password and can login.

The screenshot displays the 'Parents Booking' system interface for 'Blueberry Example School'. The sidebar on the left contains navigation links: Dashboard, Set-up School, Upload Data, Parents, Teachers (highlighted with a blue arrow), Evenings, Events & Clubs, Manage Bookings, Reports, and View Contract. The main content area shows the 'Master list of teachers' page. It features a table with columns: Name, Students, Room, Email, and Login Setup?. The table lists 12 teachers with their respective details. A blue arrow points to the 'Login as...' button in the 'Login Setup?' column for Mrs. A. Abell. The right sidebar contains a 'Control panel' with a search bar and various action buttons like 'Save Room/E-Mails', 'Email Password Reset', 'Add Teacher', 'Copy / Move Class Codes', 'Edit Class Codes', 'Departments/Tutors', 'Export to Excel', 'Delete Selected', and 'Delete all'. The total number of teachers is 62.

Name	Students	Room	Email	Login Setup?
<a href="#">Mrs A Abell</a>	178		26.Abell.3280404@mailina	Password Sent <a href="#">Login as...</a>
<a href="#">Mrs S Andrews</a>	280		34.Andrews.3280404@mail	Not Configured <a href="#">Login as...</a>
<a href="#">Mrs D Asher</a>	89		45.Asher.3280404@mailinc	Not Configured <a href="#">Login as...</a>
<a href="#">Mr J Atkinson</a>	155		97.Atkinson.3280404@mail	Password Sent <a href="#">Login as...</a>
<a href="#">Mr T Benali</a>	26		14556.Benali.3280404@mc	Not Configured <a href="#">Login as...</a>
<a href="#">Mr A Blocker</a>	198		1.Blocker.3280404@mailinc	Not Configured <a href="#">Login as...</a>
<a href="#">Mr J Brown</a>	207		3.Brown.3280404@mailina	Not Configured <a href="#">Login as...</a>
<a href="#">Mr P Brown</a>	122		99.Brown.3280404@mailin	Not Configured <a href="#">Login as...</a>
<a href="#">Miss K Burrows</a>	264		88.Burrows.3280404@mail	Not Configured <a href="#">Login as...</a>
<a href="#">Miss F Burton</a>	219		19.Burton.3280404@mailin	Not Configured <a href="#">Login as...</a>

If you press "Select All" and then click the "Email Password Reset" button, this will send all teachers an email with their login info.

Equally you can tick certain teachers to only send them their login or send them an email to reset their password.

Where a teacher has no email address, you will need to enter this and press 'Save Rooms/Emails' in the Control Panel to send them their login email and password reset link.

Blueberry Example School / Master list of teachers

Select All | Select All

Name	Students	Room	Email	Login Setup?	
<input type="radio"/> Mrs A Abell	178		26.Abell.3280404@mailina	Password Sent	Login as...
<input type="radio"/> Mrs S Andrews	280		34.Andrews.3280404@mail	Not Configured	Login as...
<input type="radio"/> Mrs D Asher	89		45.Asher.3280404@mailinc	Not Configured	Login as...
<input type="radio"/> Mr J Atkinson	155		97.Atkinson.3280404@mail	Password Sent	Login as...
<input type="radio"/> Mr T Benali	26		14556.Benali.3280404@mc	Not Configured	Login as...
<input type="radio"/> Mr A Blocker	198		1.Blocker.3280404@mailinc	Not Configured	Login as...
<input type="radio"/> Mr J Brown	207		3.Brown.3280404@mailina	Not Configured	Login as...
<input type="radio"/> Mr P Brown	122		99.Brown.3280404@mailin	Not Configured	Login as...
<input type="radio"/> Miss K Burrows	264		88.Burrows.3280404@mail	Not Configured	Login as...
<input type="radio"/> Miss F Burton	219		19.Burton.3280404@mailin	Not Configured	Login as...

Control panel

Search by:

Surname

Search

Save Room/E-Mails

Email Password Reset

Add Teacher

Copy / Move Class Codes

Edit Class Codes

Departments/Tutors

Export to Excel

Delete Selected

Delete all

Total number of teachers: 62

## 8. Inviting parents to make appointments

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

Shortcut to: [Edit Parents' Evening](#) | [Edit Students](#) | [Edit Teachers/Classes](#) | [Teacher Availability](#) | [Send Invites](#)

### Invite Parents

Spring Term: Example Parents' Evening  
Classes: Grade 10, Grade 11, Grade 12, Grade 9

You can customise the content of the invite email, below, before selecting which parents/carers to send it using the list of parents/carers below, the action buttons above.

Once parents/carers have had an invite sent to them the 'Status' column of the table below will be updated to reflect this.

You are invited to make appointments for the school's next parent-teacher meetings. These meetings will be held by video meeting.

The parent-teacher meetings are on 15th Jan 2025 and 16th Jan 2025.

To make your appointments please login at: <https://parents-booking.co.uk/blueberry>

To login you will need to enter a username (yours is **[username]**) and password. Your password can be reset using then login page if you do not

Select All | Unselect All

☒ All ☐ Invited ☐ Not Invited

Filter by Priority  
Select a priority

Student	Class	Parent's Name	Priority	Main Contact?	Email	Status
<input type="radio"/> Ali Adnan	Grade 12	Salma Adnan	1	Main Contact		Not Invited
<input type="radio"/> Ali Adnan	Grade 12	Abirami carunakaran	2			Not Invited
<input type="radio"/> James Allen	Grade 9	Maria Allen	1	Main Contact		Not Invited

a) You will be able to edit the pre-prepared message we have created for you, if you want to. This will explain the dates, start/end times, web address parents login to and will 'mail merge' the the login information they need to enter to log-in.

b) You can select which parents you want to send your invite to. Most schools will either:

- Invite all parents, or
- Invite all Main Contacts (and perhaps later select some 2nd parents to send invites to, for separated-parent bookings)

To help, the Invite page will show parent Priorities, as well as which parents are the Main Contact. You can filter by Priority, to help select and send these parents an invite using the tick boxes and "Select All" option, and the "Send to Selected Contacts" button in the Control Panel.

## 9. Making/editing appointments for parents

Once your invites have been sent, and after the Booking Opens day/time has passed, parents will be able to make appointments.

Before booking officially opens, during the booking window, and after the deadline has passed, Admins can make and delete appointments for parents using the Manage Bookings page.

Blueberry Example School  
Will Mackenzie

Parents Booking

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

Blueberry Example School / Manage Bookings

**View Bookings**

Name	Parents' Evening	Date	Reminders	Start	End
Spring Term	<a href="#">Another Example Parents' Evening</a>	17th May 2024	<a href="#">Send Messages</a>	07:00	10:55
Spring Term	<a href="#">Example Parents' Evening</a>	24th Apr 2025	<a href="#">Send Messages</a>	09:00	11:00

Event Bookings

Name of Group	Event	Event Start Time	Event End Time
Example	<a href="#">Aladdin Test Event</a>	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	<a href="#">This is an example Club</a>	28th May 2024 11:20	28th May 2024 13:00
Example	<a href="#">Breakfast Club</a>	03/06/2024	28/06/2024

Control panel

[Login as Parent](#)

On the Manage Bookings page, you have the choice of logging in as a parent, OR using an Admin booking area. Each has their own benefits, but where you are making an entire schedule for a parent, perhaps across multiple students, logging in as a parent can be best.

However, if you click on a parents' evening name, you will be taking to an Admin booking page which shows all teachers and allows you to make bookings for any parents, with any teachers, by-passing rules and limits that might be in place for parents. You can also cancel, print, email, share (with another teacher) and transfer appointments to another teacher.

To make appointments, simply click on an appointment time that says “Available”. You will then be asked to select which student and parent the appointment is for.

Appointments which you want to cancel need to be ticked (there’s a ‘Select All’ option where you need to select all of a teacher’s appointments), and the same is true for sharing and transferring appointments. Once the appointments are selected, use the buttons in the Control Panel on the right to complete the action.

The screenshot displays the 'Parents Booking' system for 'Blueberry Example School'. The sidebar on the left includes links to Dashboard, Set-up School, Upload Data, Parents, Teachers, Evenings, Events & Clubs, **Manage Bookings**, Reports, and View Contract. The main content area shows the 'View Bookings' section for 'Example Parents' Evening - 24th Apr 2025 (In-person meeting)'. It includes a 'History' dropdown, a teacher selection dropdown (Miss Beth Davidson), and a search bar. Below this is a table of available time slots from 9:00 AM to 10:50 AM, all marked as 'Available - click to reserve'. A 'Select All' link is visible above the table. The 'Control panel' on the right contains buttons for 'Cancel Appointments Selected Below', 'E-Mail Appointments To A Parent', 'Share or Transfer Appointments', 'Print A Parent's Appointments', and 'Cancel All Of A Parent's Appointments'. Blue arrows point to the 'Select All' link, the 'View Bookings' button, and the 'Control panel'.

Where a parents’ evening has multiple dates, scroll down to view the correct date before making/editing appointments.

## 10. Chasing parents who have not booked yet

At any time, you can go to the **Dashboard > Options > Chase Parents** page and send parents a customised reminder to make their appointments.

The only parents shown on the Chase Parents page are those of students who have no appointments made for them so far. As soon as one parent makes appointments, both are removed, for the avoidance of doubt.

The screenshot displays the 'Parents Booking' system interface for 'Blueberry Example School' (Will Mackenzie). The sidebar on the left contains navigation links: Dashboard, Set-up School, Upload Data, Parents, Teachers, Evenings, Events & Clubs, Manage Bookings, Reports, and View Contract. The main content area is titled 'List of parents who have not booked yet' and shows details for the 'Spring Term: Example Parents' Evening' (Classes: A). It includes buttons for 'Message Selected Parents' and 'Message All Parents'. Below these are 'Select All' and 'Unselect All' options, and a search bar. A table lists the parents:

	Student	Class	Parent's Name	RSVP Status	Contacts
<input type="radio"/>	Rob Mackenzie	A	Will Mackenzie	Unsubscribed	1 example@parentemail.com

On the right, the 'Control panel' includes a 'Chase Parents Email Message' section with a note: 'N.B. As well as the text below, the e-mail parents are sent will include their name and explain to them where to go to login and make their appointments.' Below this is a sample email message: 'It has come to our attention that you have yet to make an appointment for our Example Parents' Evening. This event is on 22nd May 2024 from 09:00 to 11:00.'

Parents who are Invited and Chased are able to RSVP no. Where they do this, you will not be able to Chase them. The example above shows where a parent has RSVP'd "no" (showing an "Unsubscribed" status).

## 11. Getting ready for the big day(s)

Three days or earlier, the Dashboard will start to show a “Time to finalise everything” notification which will also be emailed to the school Admins. These reminders help you to:

- Send parents who have not booked yet a reminder to do so
- Print/email teachers' appointment schedules
- Print/email parents a reminder of their appointments

### Printing Teacher Schedules and Sending Reminders to Parents

Click the “Print/View Teacher Schedules’ button on the ‘Time to Finalise Everything’ notification banner OR go to **Dashboard > Options > Print, Email and View Teacher Schedules**.

- Click any teacher name to view, print or email their schedule.
- In the Control Panel you will find buttons for bulk-printing and bulk-emailing schedules for parents and/or teachers. In the case of teachers, their schedules can be printed with and without parent contact/personal information, and with and without available appointments on them. You can also download a spreadsheet matrix of all times, teachers and appointments.

Blueberry Example School  
Will Mackenzie

Parents Booking

Dashboard

Set-up School

Upload Data

Parents

Teachers

Parents' Evenings

Events and Clubs

Wraparounds

Manage Bookings

Reports

View Contract

Blueberry Example School / View, adjust, print and email teacher schedules

Book Live Training

Help

View, adjust, print and email teacher schedules

Summer Term:Y10 Parents' Evening

Use the buttons on this page to print/email appointment schedules. You can also select a teacher from the list below to open, print or customise their schedule.

Teacher Name	Subject
<a href="#">Mr A Absolute</a>	SEN
<a href="#">Miss S Andrews</a>	Drama,Duke of Edinburgh
<a href="#">Mr Ball</a>	Maths
<a href="#">Mr Boyer</a>	French
<a href="#">Miss Care</a>	Careers,Business Management
<a href="#">Mrs S Fairholm</a>	Year 2
<a href="#">Mr Forwood</a>	Science
<a href="#">Dr Ross Geller</a>	Paleontology
<a href="#">Mrs Kim Graham</a>	Maths
<a href="#">Miss Hall</a>	Science

Control Panel

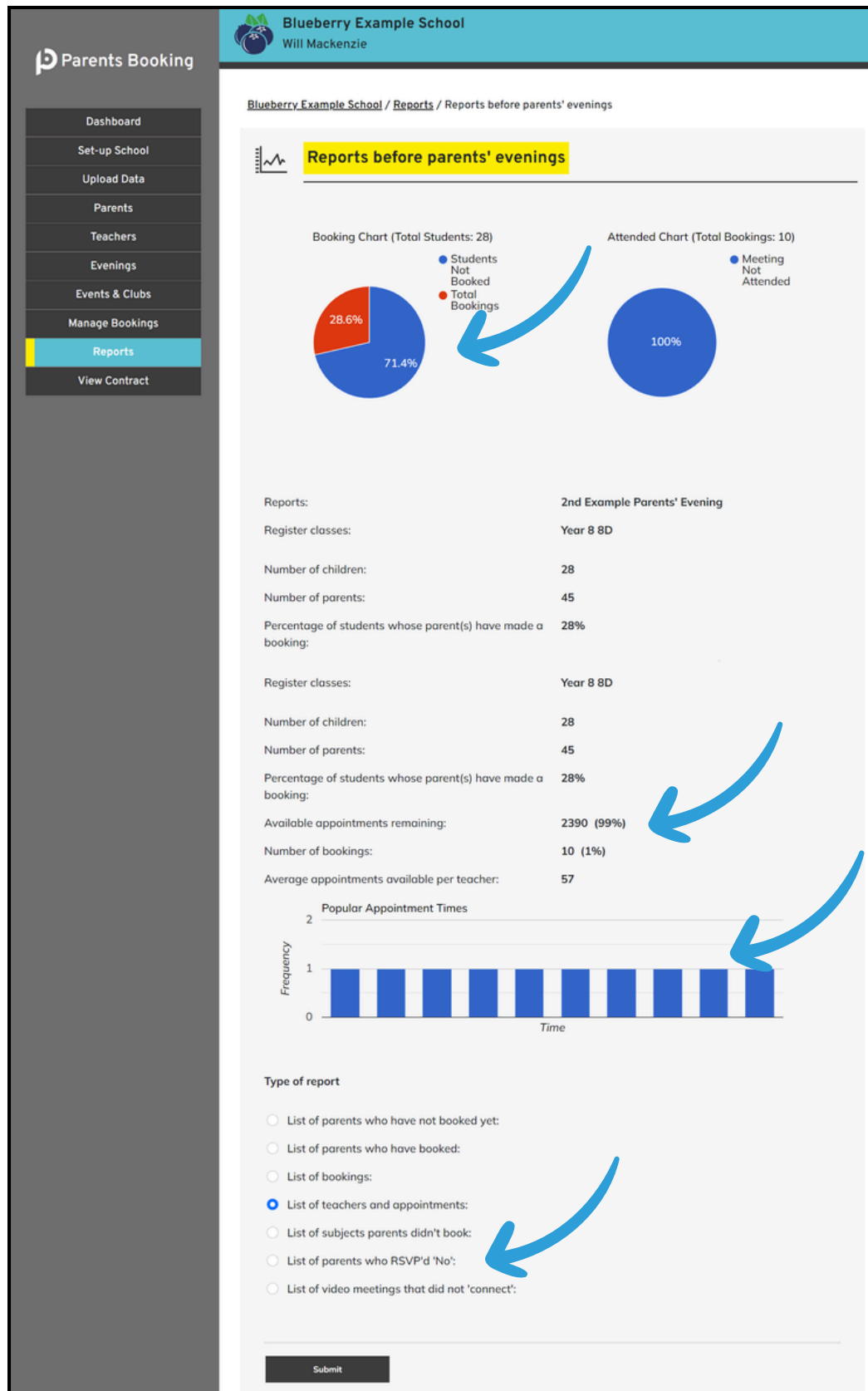
- Print Appointment Schedule
- Print Teacher Schedules (Showing Available Times)
- Print Teacher Schedules (Showing Available Times, Without Personal Info)
- Print Teacher Schedules (Without Personal Info)
- Print Parent Appointment Schedules
- Print 1x Parent's Appointment Schedule
- Add Breaks or Extend Teacher Schedules
- Email Appointment Reminder to All Parents
- Email All Teachers Their Appointment Schedules
- Download Booking Overview (.xls)

We recommend clicking the buttons highlighted above.



## 12. Reports / checking stats

Check your parents' evening's statistics, before, during and after booking, using **Dashboard > Options > Check Stats** OR the Reports page.



Pie charts and bar graphs display information related to appointments, but you can also check the % of appointment booked and remaining, see who has RSVP'd "No" and check which video meetings did not connect.

If you look at reports for parents' evenings that are in the past, you can even check which were the most popular appointment times.

## Other guides you can download

- [Setting up a video/hybrid parents' evening](#)
- [Instruction guide for your school's teachers](#)
- [Instruction guide for your school's parents](#)
- [Admin guide for setting up events, clubs and wraparound care booking \(as well as online payments\)](#)

## Guides for slightly more niche topics

- [Parent guide to share their appointments with other parents](#)
- [Admin guide to share a parent's appointments with 2+ teachers](#)
- [Admin guide to create a login account for a Translator, and inviting them to join selected meetings](#)

## Support

If you need help, please reach out to our [support team](#).