

## Video Calls – Quick Setup Guide (Video of this guide also available [here](#).)

1. Upload your school's "data" as per normal (see [Admin Guide](#) if you need a reminder).
2. Set up your parents' evening like normal, but make sure you set the parents' evening to be for 'video calls' rather than 'in-person'.

Blueberry Example School

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Edit Parents' Evening  
Modify the details of the evening. Mandatory Fields are shown with a red asterisk.

Parents' Evening Name: \*  
Example Parents' Evening

Date \*  
02-September-2020

First Appointment Start Time: \*  
2.00 PM

Last Appointment Ends At: \*  
6.00 PM

Length of Appointments:  
5 minutes

What type of evening?  
 Parents' Evening  Tutor Evening

How will the meetings be held?  
 In-Person  Video Calls

Booking Opens on: \* Booking Opens At: \*

3. 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 the teachers cannot login, they cannot join their video calls.

Go to the Teachers page and type/paste the teacher e-mails into the Email field if they are missing, then press 'Save Rooms/Email'.

Blueberry School

Teachers

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

Master list of teachers

Edit Departments Add Teacher Save Rooms/E-Mails Email Password Reset Delete all

Search by: Surname [ ] Search

Total Number of Teachers: 16

Select All | Deselect All

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

4. Once you have saved the teacher e-mails, the "Login Setup" usually changes to blue and "Password Sent". This will send all selected teachers an e-mail that asks them to choose a password. This password, combined with their work e-mail, will allow them to login to [www.parents-booking.co.uk](http://www.parents-booking.co.uk) and join their video calls. If it is still red and "Not Configured", press Select All and then press 'E-Mail Password Reset'.

5. **Please make sure you have completed the above steps for ALL teachers.** Sometimes teachers are shown across multiple pages of the Teachers page, so please check this too.
6. We suggest you ask ALL teachers to make sure they can login to [www.parents-booking.co.uk](http://www.parents-booking.co.uk) in advance of the parents' evening, to make sure they are able to login and can join their video calls when they start.

Participants must use a computer/device which has a webcam and microphone. We suggest also using Chrome on a PC/laptop and Android smartphone/tablets, and use Safari on an iPhone/iPad, however below is the official compatibility:

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 (*and Chrome in iOS 14.3 onwards*)
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari (version 11+), Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (but only the new Edge Chromium, not the old Edge)

#### 7. **VITAL TESTING AND NETWORK/FIREALL CONFIGURATION**

Before you have a real parents' evening, we highly recommend your IT tests that teachers' computers/devices which will be using the school's network/firewall will not block the video meetings.

There's very important 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 these special types of video meetings here:

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

#### 8. **Download a Teacher Instructions PDF file here:**

<https://knowledge.parents-booking.com/downloads/Video%20Call%20Information%20for%20Teachers.pdf>

#### 9. **Download a Parent Instructions PDF file here:**

<https://knowledge.parents-booking.com/downloads/Video%20Call%20Information%20for%20Parents.pdf>

#### 10. **Download a Template Parent Invite Letter here:**

When you are ready to take appointments from parents, set up a real parents' evening send parents an invite. You can invite using your usual methods, but below is a hyperlink to a new letter specifically written for video calls:

<https://knowledge.parents-booking.com/support/essential-downloads/>