Parents Booking

Staff Guide

Parents Booking

1. Go to **https://parents-booking.co.uk**

2. Login using the username and password that you created when you were sent an e-mail with a password reset link by Parents Booking.

Parents Booking

When you login, you will have the option of choosing three Staff tabs.

Dashboard: This is the main page. You can click on the parents' evenings name to see your appointment schedule.

Manage Bookings: Make bookings on behalf of pupils and parents

Reports: Run reports and insights, for example: see who has and has not booked

Video Settings: Test your microphone, webcam and internet connection for video meeting compatibility.

Parents Booking

Select a parents' evening to view the relevant appointment schedule.

Parents Booking

Step Two: Manage your appointments

1. Print your appointments
2. Your availability
3. Who has not booked you yet
4. You can extend your availability here
5. Block out appointment time slots here
6. Your appointments
7. Parent comments are hidden by default. Click here to read them
8. Teachers can add their own notes
9. Teacher can tick if the parent attends.
   N.B. If the appointment is a video meeting the attendance will be taken automatically.

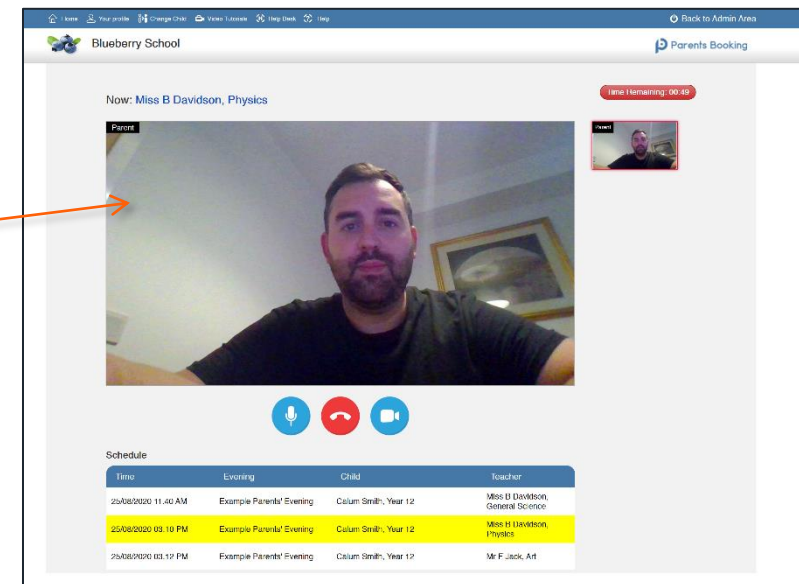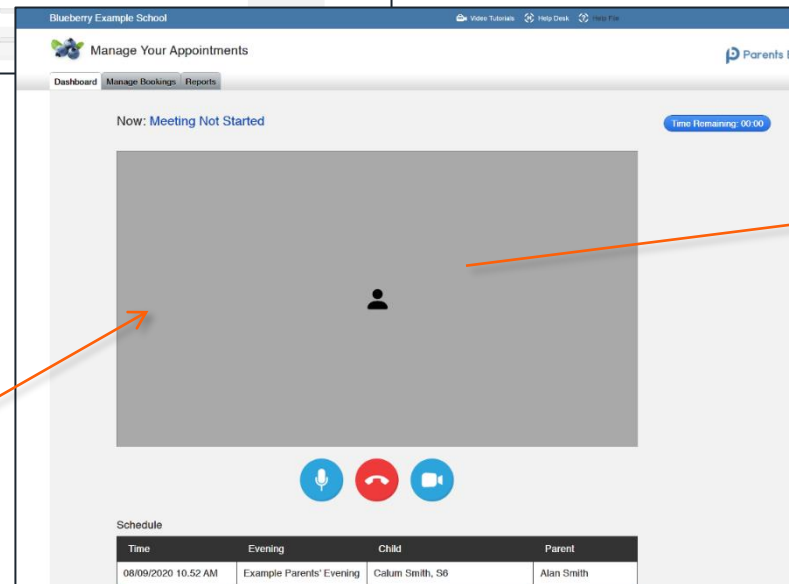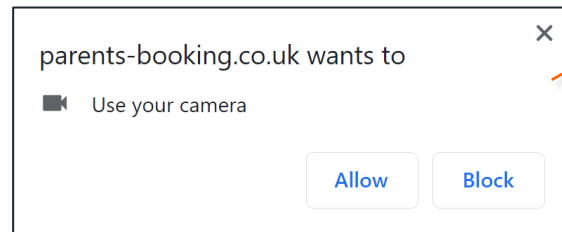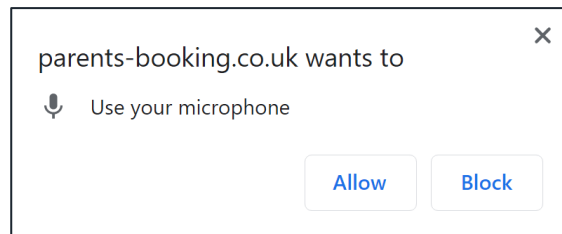**Parents Booking**
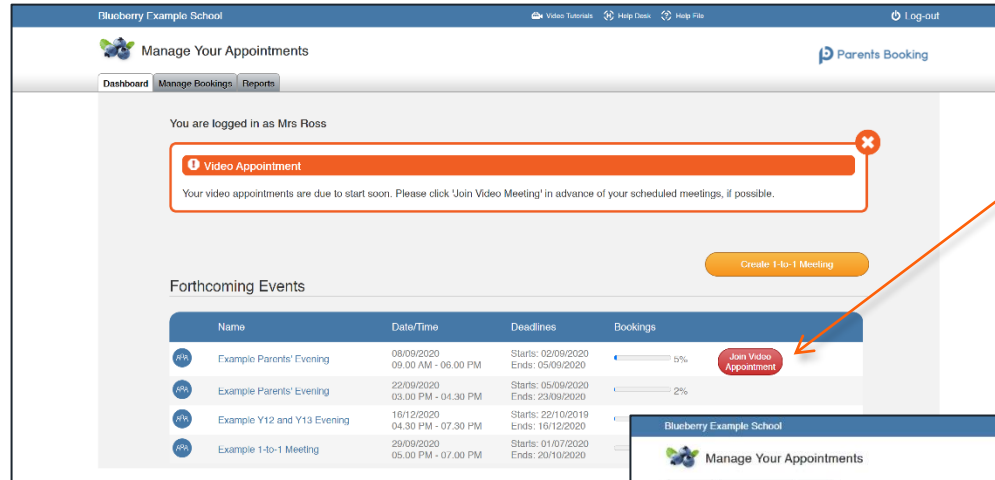
Click the red 'Join Video Appointments' button (**which will show 15mins before your first appointment**) to join your video meetings.

When the parents' evening is about to start you will be asked to approve microphone and camera permission.

Download our full video meeting testing/instruction guide here.

Once both the parent and teacher have joined the meeting, and both have provided microphone and camera approval, the meeting will begin.

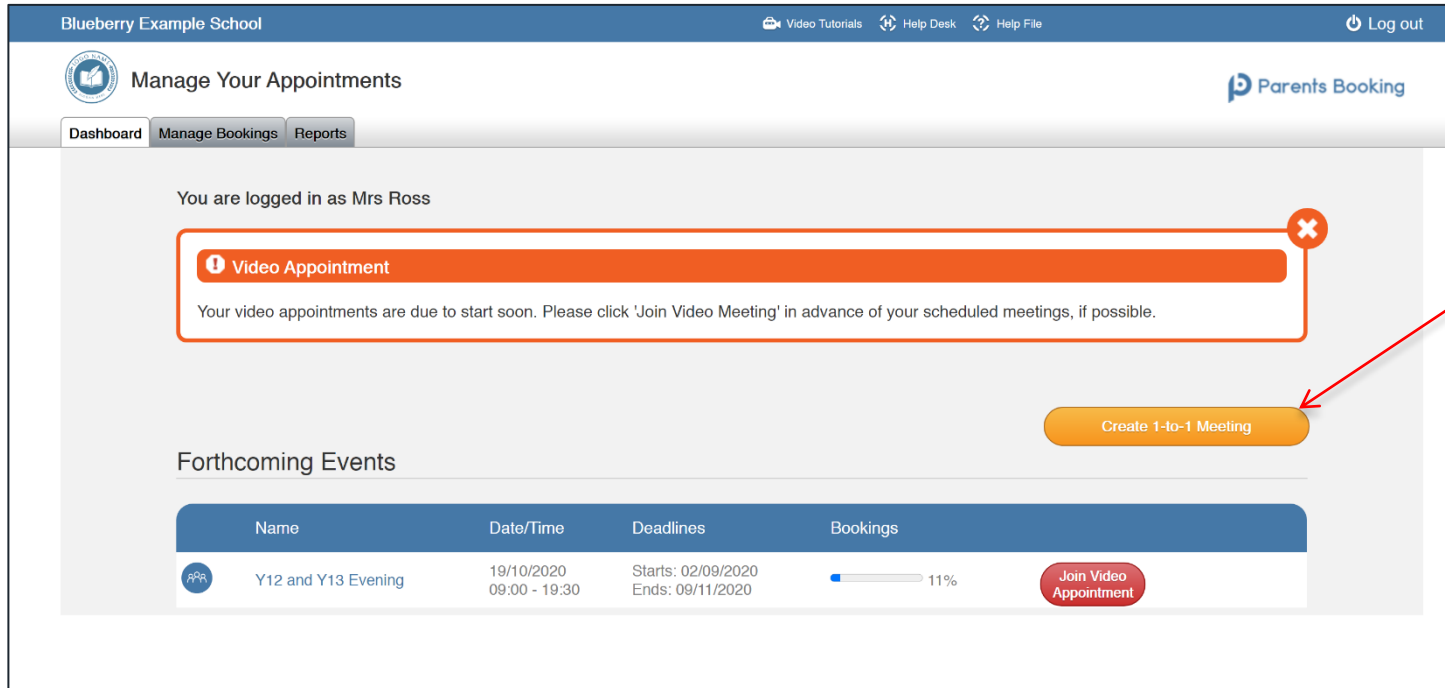A countdown timer will display how long is left of the appointment.

When this runs out, the meeting automatically ends and either the parent/teacher is shown the Meeting Not Started, if they have a gap between appointments, or the next appointment will start automatically.

You can mute your microphone or turn off your camera, or end the meeting early.

Your schedule is displayed at the bottom of the page.

Parents Booking

Teachers can create their own video meetings with parents. These can be used for follow-up meetings and more than one parent can be invited to book appointment times that are pre-determined by the teacher.

To start, login to your personal account and on your Dashboard click "Create 1-to-1 Meeting".

Complete the page so as to create a "1-to-1 Meeting" which will allow parents to book at the times you want to make yourself available for.

Select the parents you want to invite to make appointments during these times.

Choose a day/time that parents can start booking from and until.

When you press Save the meeting is created, but note that invites are not sent out automatically.

Once your 1-to-1 meeting has been created you can track its progress in terms of bookings, and send the parents their invite, and check your appointment schedule, from your Dashboard.

On the day of the parents' evening a red 'Join Video Meeting' button will allow you to enter your appointments.

The Manage Bookings 'tab' will give you two options for each parents' evening:

1. Clicking on the event name will take you to a booking page where you can book appointments for any student and/or teacher

2. Clicking on 'Request to Parent' will allow you to send a request to the parent of a student, perhaps asking them to make you a priority booking. This 'request' will appear before the parent is given the option to book (just after the login). See Part Three of this presentation for further info.

3. Login as a Parent will allow you to present to be the parent, including using the Booking Wizard to make all parent appointments instantly.

If you choose to make bookings in an event, here is the process:

1. Choose the parents evening
2. Choose the department
3. Choose the teacher
4. Click on a time
5. Find the pupil, select the parent and make Booking'
6. You can print a parents' appointment card
7. You can cancel an existing booking
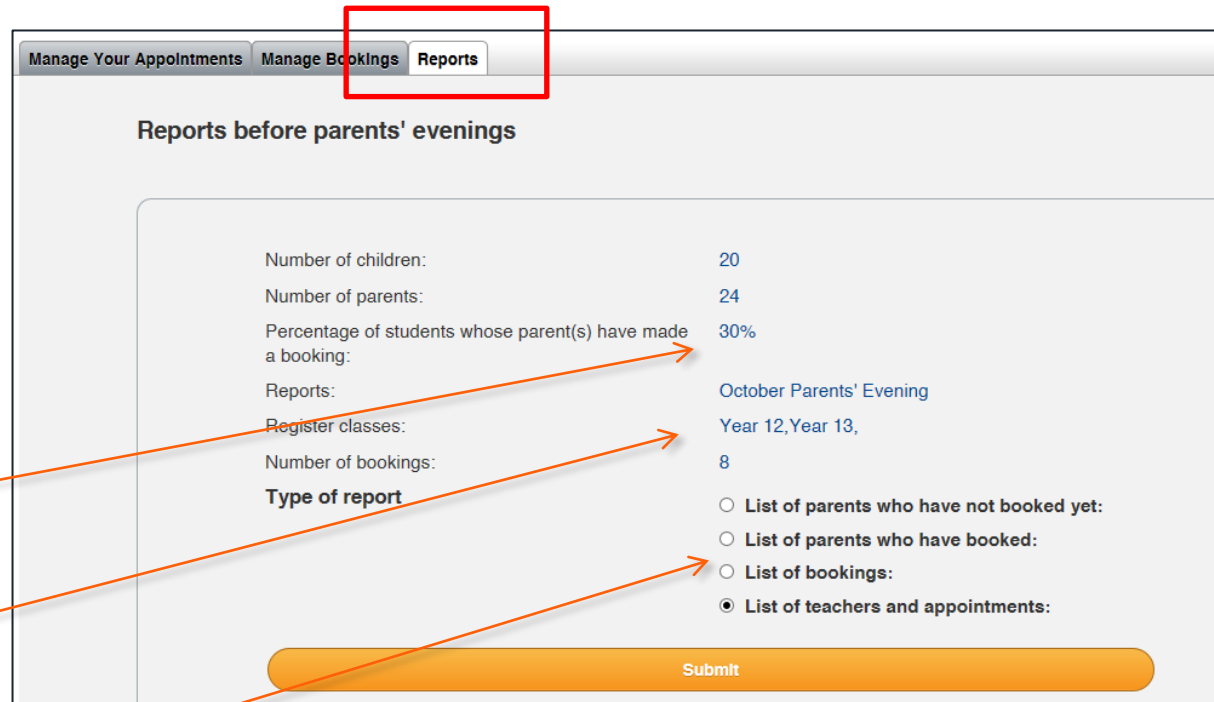8. Cancel all the bookings of one specific parent

On the Manage Bookings tab, the 'Request to Parent' page will allow you to send a note/message to a parent for them to pick up before they start booking.

1. Choose a class
2. Choose a student
3. Choose a parent
4. Click on your name (so that you turn green)
5. Add your comment
6. Send

Use 'Reports' to check which parents have and have not booked any appointments.

- Choose the term
- Choose the parents evening
- Children associated with this evening
- Parents associated with this evening
- Percentage of parents who have booked
- Number of bookings made
- Run reports for these options. These reports can be exported into Excel, printed or e-mailed