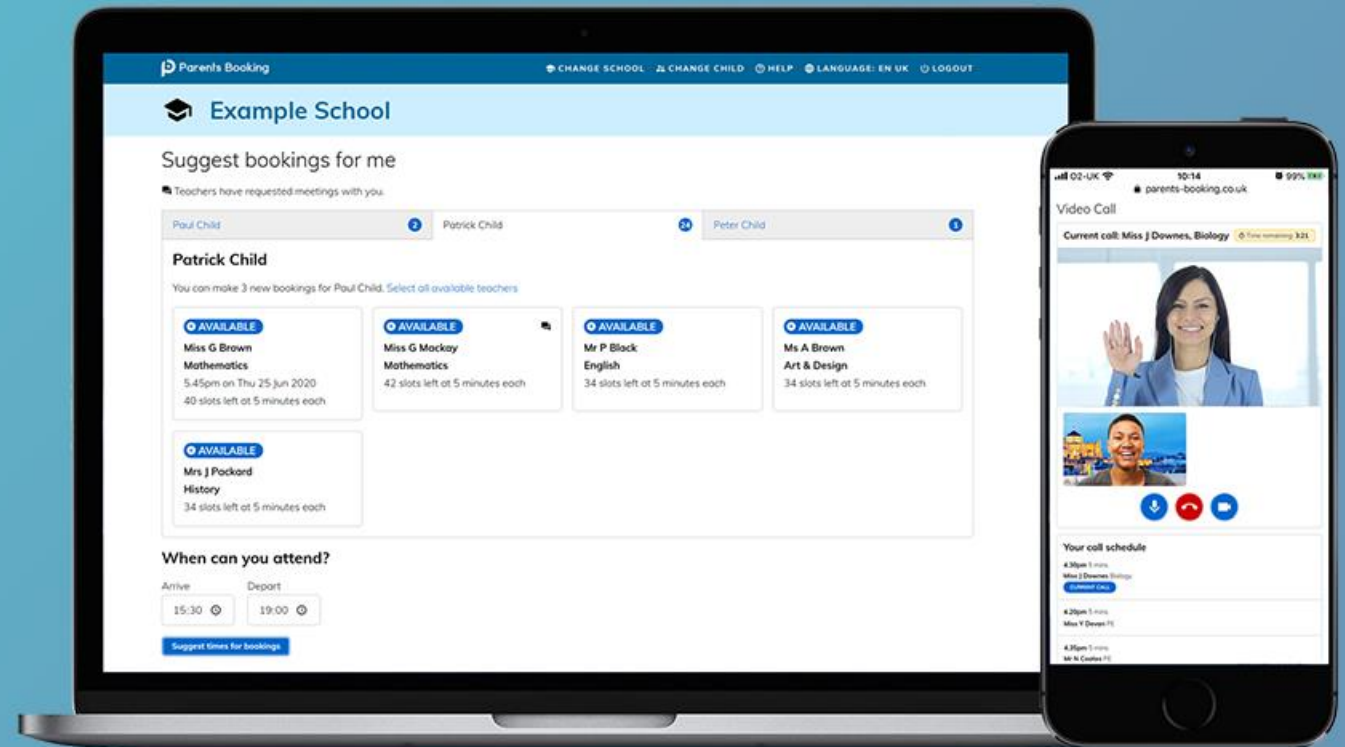




Staff Guide



1. How do I login?



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.

A screenshot of the Parents Booking login page. The page has a dark grey background. At the top, there is a white header with the 'Parents Booking' logo and a 'Login' link. The main content area is divided into two columns. The left column is for school staff, with a 'No account?' link and a 'Login' button. The right column is for parents, with a 'School name or postcode' input field. At the bottom, there are social media icons for Twitter, Facebook, and YouTube, and a footer with contact information and a copyright notice.

Parents Booking Login

No account?
Your school can sign up at parents-booking.co.uk

For School Staff...
Login to your school's account.

Username

Password

Login

[Forgotten your password?](#)

Or login with...

firefly

For Parents...
Find your school's account.

School name or postcode

Parents Booking was created and is operated by:
Netmedia Limited, Old Drynie House, Kilmuir, North Kessock, Inverness, IV1 3XG.
T: 01463 731000 E: info@netmedia.co.uk

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2. Your Dashboard

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.

The screenshot shows the 'Manage Your Appointments' dashboard for 'Blueberry Example School'. The user is logged in as 'Mrs Ross'. A prominent orange notification box states: 'Video Appointment: Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.' Below this, there are buttons for 'Video Settings' and 'Create 1-to-1 Meeting'. The 'Forthcoming Events' section contains a table with the following data:

Name	Date/Time	Deadlines	Bookings
Example Parents' Evening	08/09/2020 09.00 AM - 06.00 PM	Starts: 02/09/2020 Ends: 05/09/2020	5% Join Video Appointment
Example Parents' Evening	22/09/2020 03.00 PM - 04.30 PM	Starts: 05/09/2020 Ends: 23/09/2020	2%
Example Y12 and Y13 Evening	16/12/2020 04.30 PM - 07.30 PM	Starts: 22/10/2019 Ends: 16/12/2020	2%
Example 1-to-1 Meeting	29/09/2020 05.00 PM - 07.00 PM	Starts: 01/07/2020 Ends: 20/10/2020	0% Options

3. Checking your Appointments



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

Blueberry Example School

Video Tutorials Help Desk Help File Log-out

Manage Your Appointments

Parents Booking

Dashboard Manage Bookings Reports

You are logged in as Mrs Ross

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

Forthcoming Events

Create 1-to-1 Meeting

Name	Date/Time	Deadlines	Bookings
Example Parents' Evening	08/09/2020 09.00 AM - 06.00 PM	Starts: 02/09/2020 Ends: 05/09/2020	5%
Example Parents' Evening	22/09/2020 03.00 PM - 04.30 PM	Starts: 05/09/2020 Ends: 23/09/2020	2%
Example Y12 and Y13 Evening	16/12/2020 04.30 PM - 07.30 PM	Starts: 22/10/2019 Ends: 16/12/2020	2%
Example 1-to-1 Meeting	29/09/2020 05.00 PM - 07.00 PM	Starts: 01/07/2020 Ends: 20/10/2020	0%

Blueberry Example School

< Back Dashboard

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

This is the list of appointments for Example Parents' Evening - 20th Sep 2022 (In-Person)

Autumn Term : Example Parents' Evening
Miss D Davidson - [Business Management]

Print Teacher Appointment Schedule(s)

30 slots available for 12 pending students
Which students have not booked ?

Extend start time to Select and end time to Select Extend

Block times between Select and Select Block Unblock Submit

	Booking Details	Parent Details	Booking Comments	Teachers' Notes	Attendance
16:00					
16:06					
16:12					
16:18					
16:24					

4. Your Appointments

Step Two: Manage your appointments

Blueberry Example School

< Back Dashboard

Parents Booking

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

This is the list of appointments for **Example Parents' Evening - 20th Sep 2022 (In-Person)**
Autumn Term : Example Parents' Evening
Miss D Davidson - [Business Management]

Print Teacher Appointment Schedule(s)

29 slots available for 12 pending students
Which students have not booked ?

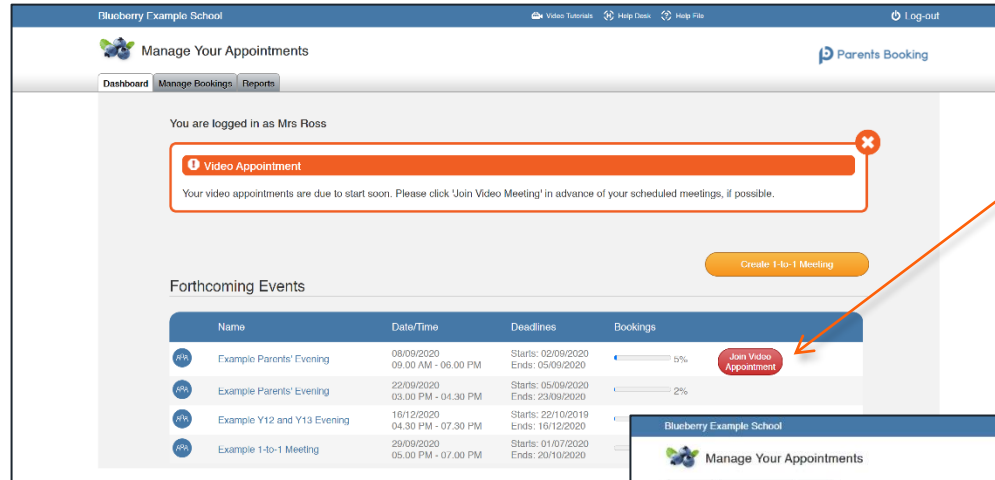
Extend start time to and end time to

Block times between and ☒ Block ☐ Unblock

	Booking Details	Parent Details	Booking Comments	Teachers' Notes	Attendance
16:00					
16:06					
16:12					
16:18	Jestina George, Business Management, S6,	Tom George o@o.com 01123 456 789	Click to reveal comments	Click to add private notes	<input type="checkbox"/>
16:24					
16:30					
16:36					

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.

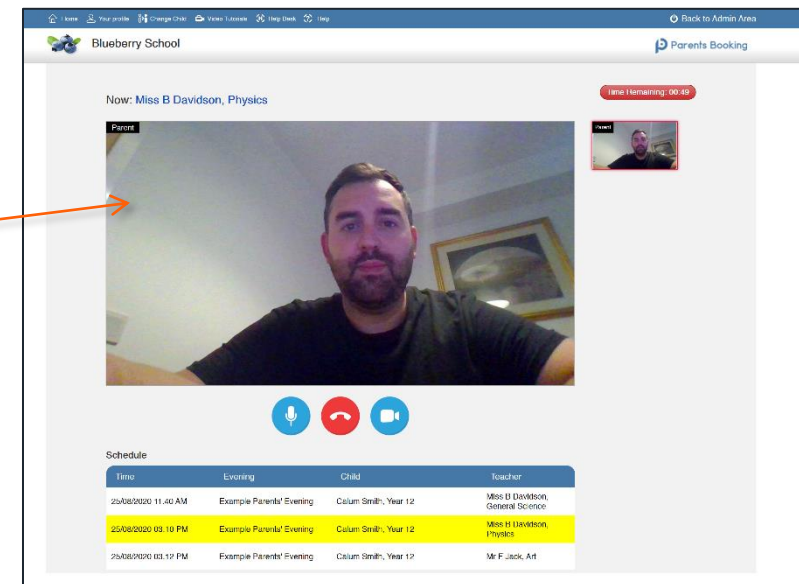
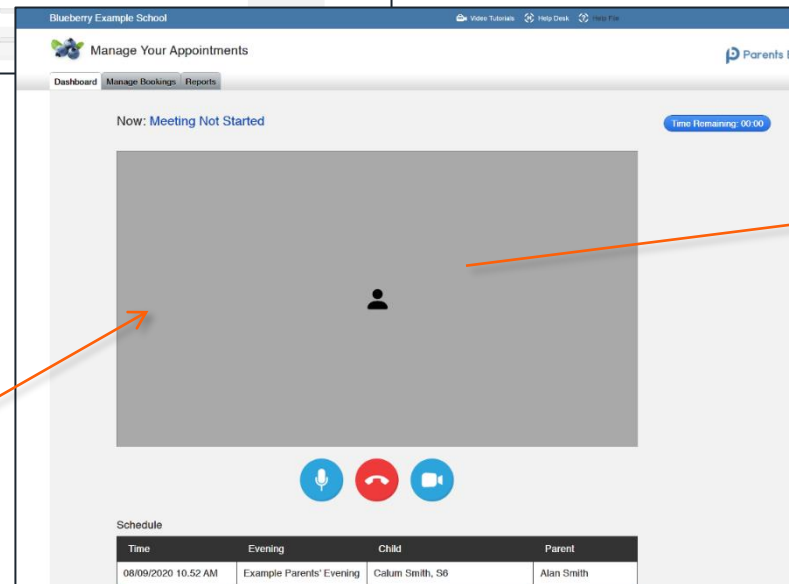
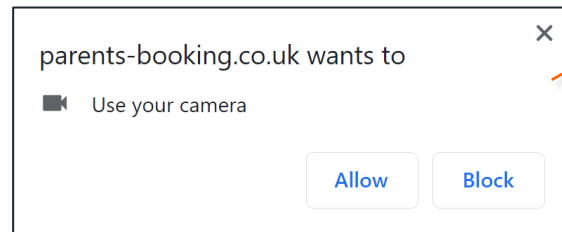
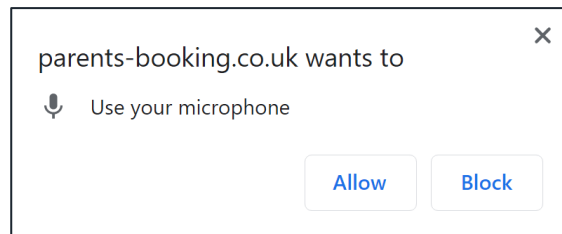
5. Joining Video Meetings



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](#).



Time	Evening	Child	Parent
08/09/2020 10.52 AM	Example Parents' Evening	Calum Smith, S6	Alan Smith

Time	Evening	Child	Teacher
29/08/2020 11.40 AM	Example Parents' Evening	Calum Smith, Year 12	Miss B Davidson, General Science
29/08/2020 02.10 PM	Example Parents' Evening	Calum Smith, Year 12	Miss B Davidson, Physics
29/08/2020 03.12 PM	Example Parents' Evening	Calum Smith, Year 12	Mr F Jack, Art

5. How the video meetings work



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

The screenshot shows the Parents Booking video meeting interface. At the top, there's a navigation bar with links like 'Home', 'Your profile', 'Change Class', 'Video Tutorials', 'Help Desk', and 'Help'. Below this, the school name 'Blueberry School' is displayed. The main area shows a video feed of a parent and a teacher. A red timer in the top right corner indicates 'Time Remaining: 00:49'. Below the video feed, there are three circular icons: a microphone, a red phone, and a video camera. At the bottom, a 'Schedule' table is visible, showing a list of appointments. The current appointment is highlighted in yellow.

Time	Evening	Child	Teacher
25/08/2020 11:40 AM	Example Parents' Evening	Calum Smith, Year 12	Miss B Davidson, General Science
25/08/2020 03:10 PM	Example Parents' Evening	Calum Smith, Year 12	Miss B Davidson, Physics
25/08/2020 03:12 PM	Example Parents' Evening	Calum Smith, Year 12	Mr F Jack, Art

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

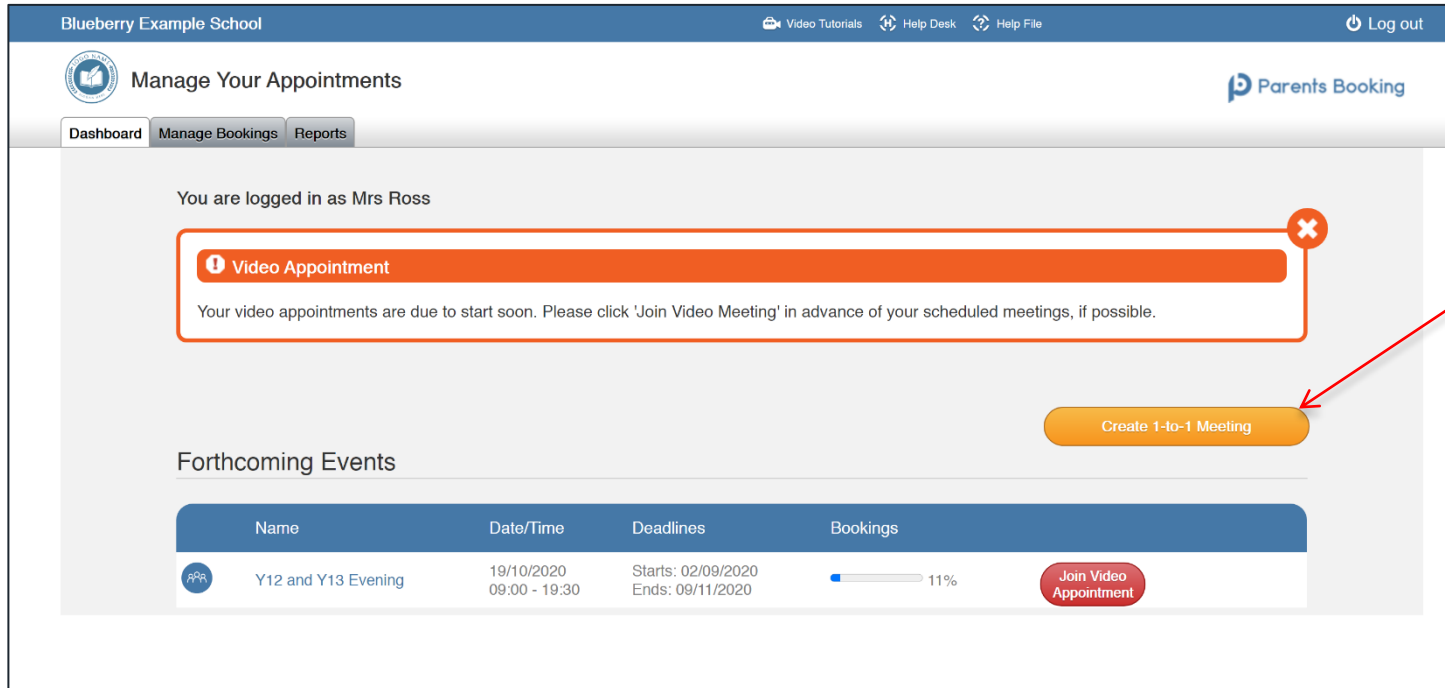
When this runs out, the meeting automatically ends and either the parent/teacher is shown the Meeting Not Started, if they have a gap between appointments, or the next appointment will start automatically.

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.

6. Creating a One-to-One Meeting with a Parent

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.



Blueberry Example School

Video Tutorials Help Desk Help File Log out

Manage Your Appointments

Dashboard Manage Bookings Reports


You are logged in as Mrs Ross

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

Create 1-to-1 Meeting

Forthcoming Events

Name	Date/Time	Deadlines	Bookings
 Y12 and Y13 Evening	19/10/2020 09:00 - 19:30	Starts: 02/09/2020 Ends: 09/11/2020	<div><div></div></div> 11% Join Video Appointment

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

6. Creating a One-to-One Meeting with a Parent



Blueberry Example School [Video Tutorials](#) [Help Desk](#) [Help File](#) [Log out](#)

Manage Your Appointments [Parents Booking](#)

[Dashboard](#) [Manage Bookings](#) [Reports](#)

Create a 1-to-1 Video Meeting

Fill in the required fields and invite only the parents who you want to have a video meeting with.

1-to-1 Meeting Name * Date *

First Appointment Start Time: * Last Appointment Ends At: * Length of Appointments:

Booking Opens on: * Booking Opens At: *

Booking Deadline * Deadline Time *

☐ Create a comfort break for this session?

[Add another date to the Meeting](#)

[Save 1-to-1 Meeting](#)

Select Parents to Invite

<input type="checkbox"/> Lewis Gibson	<input type="checkbox"/> Victoria Jones
<input type="checkbox"/> Oliver Giles	<input type="checkbox"/> Lee Wilson
<input type="checkbox"/> Calum Smith	<input type="checkbox"/> Louise Giles
	<input type="checkbox"/> Trevor Giles
	<input type="checkbox"/> Alan Smith
	<input type="checkbox"/> Jen Smith

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.

6. Creating a One-to-One Meeting with a Parent

Blueberry Example School

Video Tutorials Help Desk Help File Log out

Manage Your Appointments

Dashboard Manage Bookings Reports




You are logged in as Mrs Ross

Video Appointment

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

Create 1-to-1 Meeting

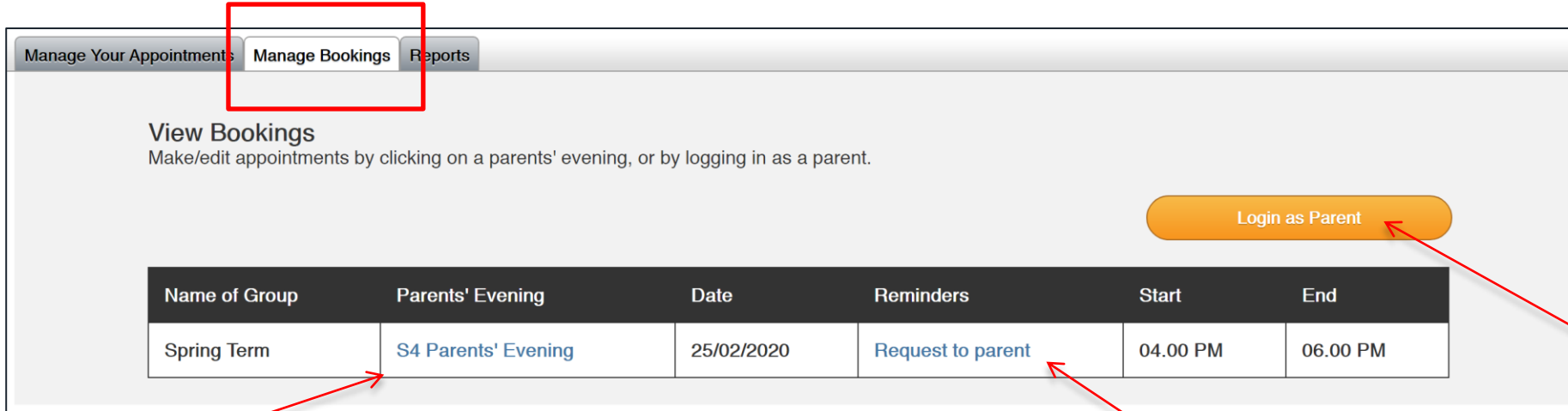
Forthcoming Events

Name	Date/Time	Deadlines	Bookings	
 Y12 and Y13 Evening	19/10/2020 09:00 - 19:30	Starts: 02/09/2020 Ends: 09/11/2020	<div><div></div></div> 11%	
 Example 1-to-1 Meeting	01/12/2020 15:00 - 16:00	Starts: 18/10/2020 Ends: 01/12/2020	<div><div></div></div> 0%	<div>Options<div>Edit 1-to-1 MeetingSend Invite to ParentsView Schedule</div></div>

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.

7. Manage Bookings



The screenshot shows the 'Manage Your Appointments' section with three tabs: 'Manage Your Appointments', 'Manage Bookings' (highlighted with a red box), and 'Reports'. Below the tabs is the 'View Bookings' section with the text 'Make/edit appointments by clicking on a parents' evening, or by logging in as a parent.' To the right of this text is an orange button labeled 'Login as Parent'. Below this is a table with the following data:

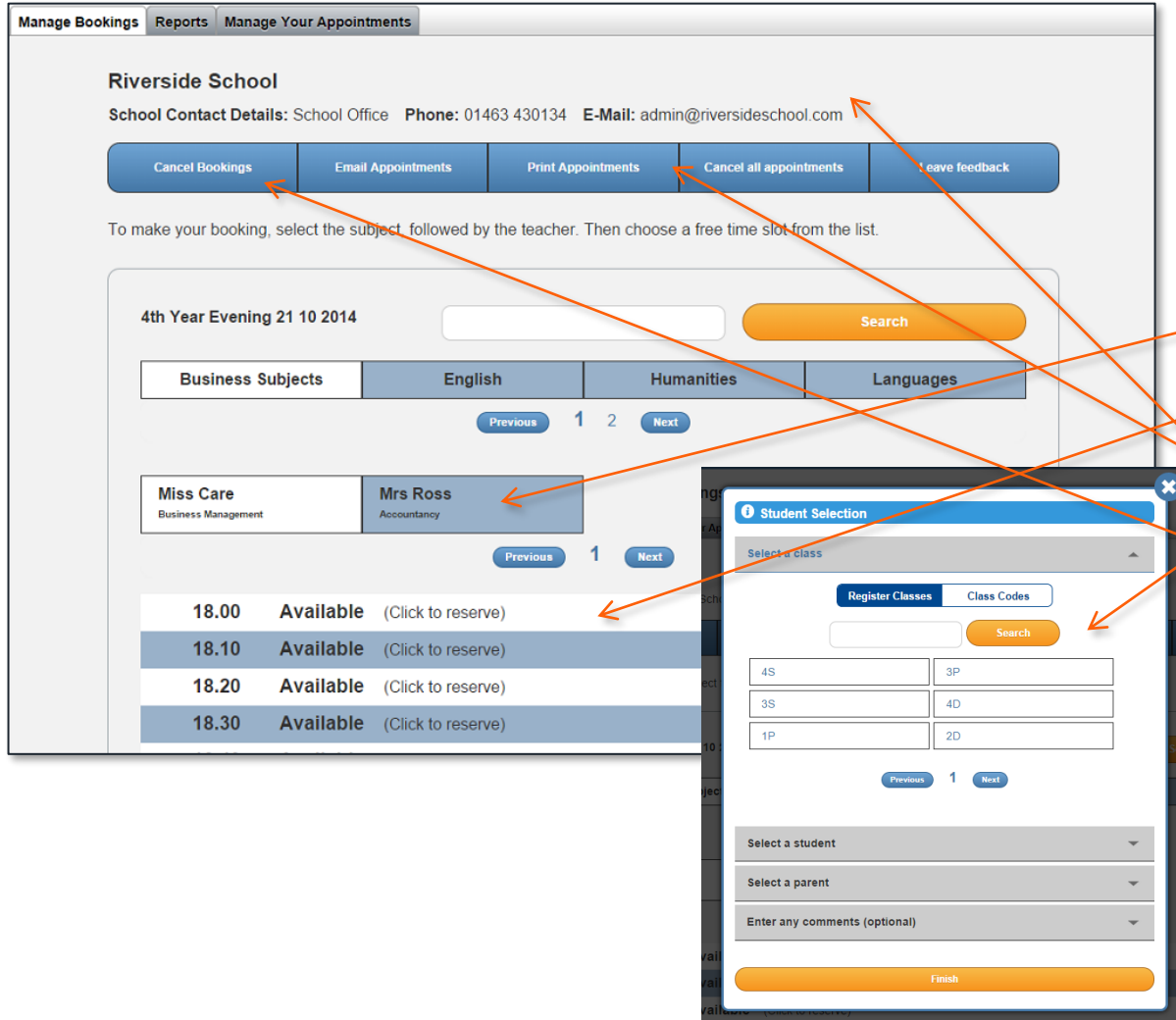
Name of Group	Parents' Evening	Date	Reminders	Start	End
Spring Term	S4 Parents' Evening	25/02/2020	Request to parent	04.00 PM	06.00 PM

Red arrows point from the 'Manage Bookings' tab, the 'S4 Parents' Evening' link, the 'Request to parent' link, and the 'Login as Parent' button to the explanatory text below.

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.

7. Manage Bookings



The screenshot displays the 'Manage Bookings' interface for Riverside School. At the top, there are tabs for 'Manage Bookings', 'Reports', and 'Manage Your Appointments'. Below this, the school's contact details are listed: 'Riverside School', 'School Contact Details: School Office', 'Phone: 01463 430134', and 'E-Mail: admin@riversideschool.com'. A row of buttons includes 'Cancel Bookings', 'Email Appointments', 'Print Appointments', 'Cancel all appointments', and 'Leave feedback'. A text instruction states: 'To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.'

The main booking area is titled '4th Year Evening 21 10 2014'. It features a search bar and a 'Search' button. Below the search bar, there are tabs for 'Business Subjects', 'English', 'Humanities', and 'Languages'. A pagination bar shows 'Previous', '1', '2', and 'Next'. The 'English' tab is selected, showing two teachers: 'Miss Care' (Business Management) and 'Mrs Ross' (Accountancy). Below the teachers, there is a table of available time slots:

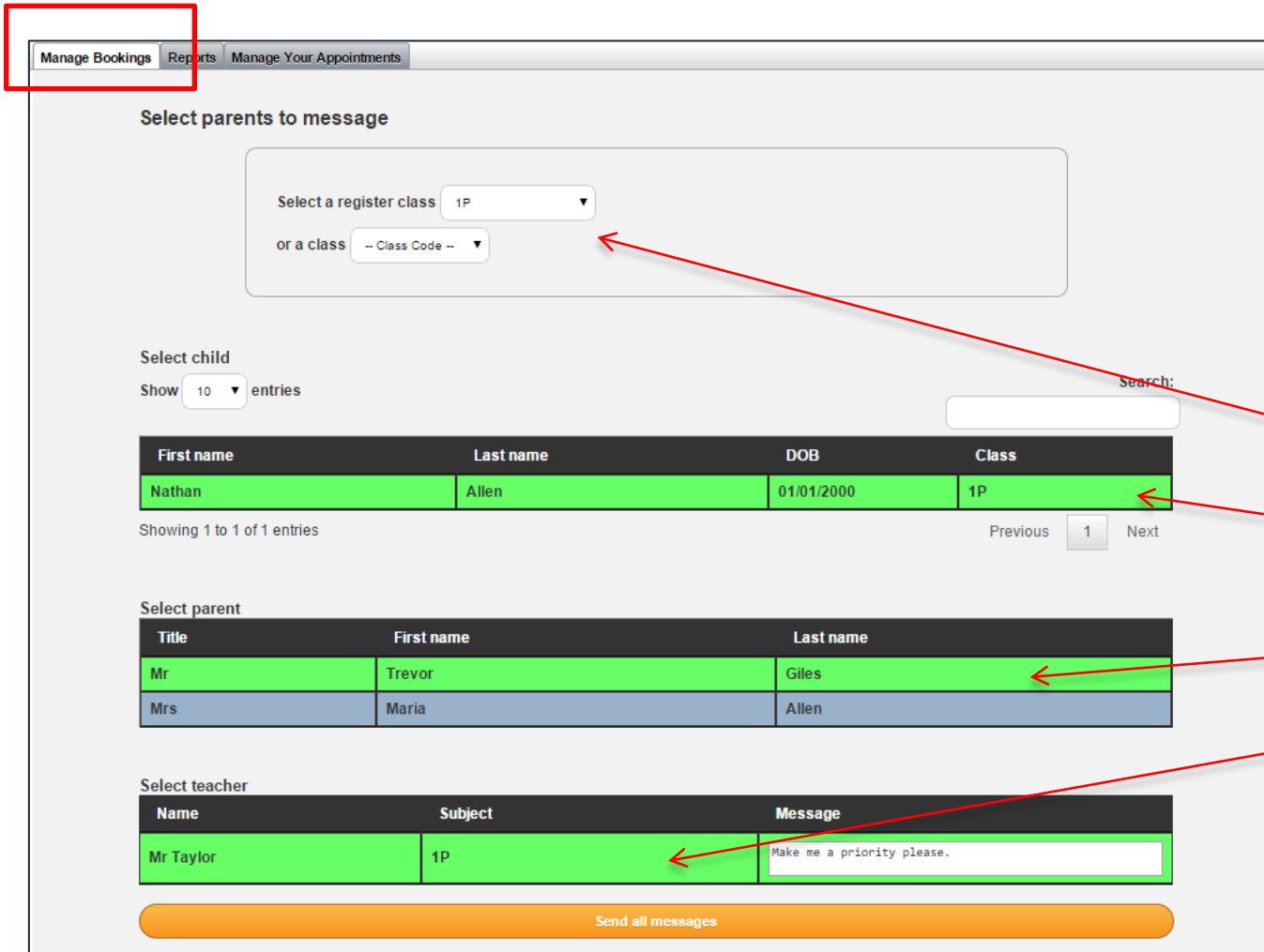
Time	Status	Action
18.00	Available	(Click to reserve)
18.10	Available	(Click to reserve)
18.20	Available	(Click to reserve)
18.30	Available	(Click to reserve)

An inset window titled 'Student Selection' is shown, which includes a 'Select a class' dropdown, a 'Register Classes' button, a 'Class Codes' button, a search bar, and a 'Search' button. Below these are input fields for class codes: 4S, 3P, 3S, 4D, 1P, and 2D. A pagination bar shows 'Previous', '1', and 'Next'. At the bottom, there are dropdowns for 'Select a student', 'Select a parent', and 'Enter any comments (optional)', followed by a 'Finish' button.

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

8. Send a 'Request (or Message) to a Parent'



Manage Bookings Reports Manage Your Appointments

Select parents to message

Select a register class 1P ▼

or a class -- Class Code -- ▼

Select child

Show 10 ▼ entries

Search:

First name	Last name	DOB	Class
Nathan	Allen	01/01/2000	1P

Showing 1 to 1 of 1 entries

Previous 1 Next

Select parent

Title	First name	Last name
Mr	Trevor	Giles
Mrs	Maria	Allen

Select teacher

Name	Subject	Message
Mr Taylor	1P	Make me a priority please.

Send all messages

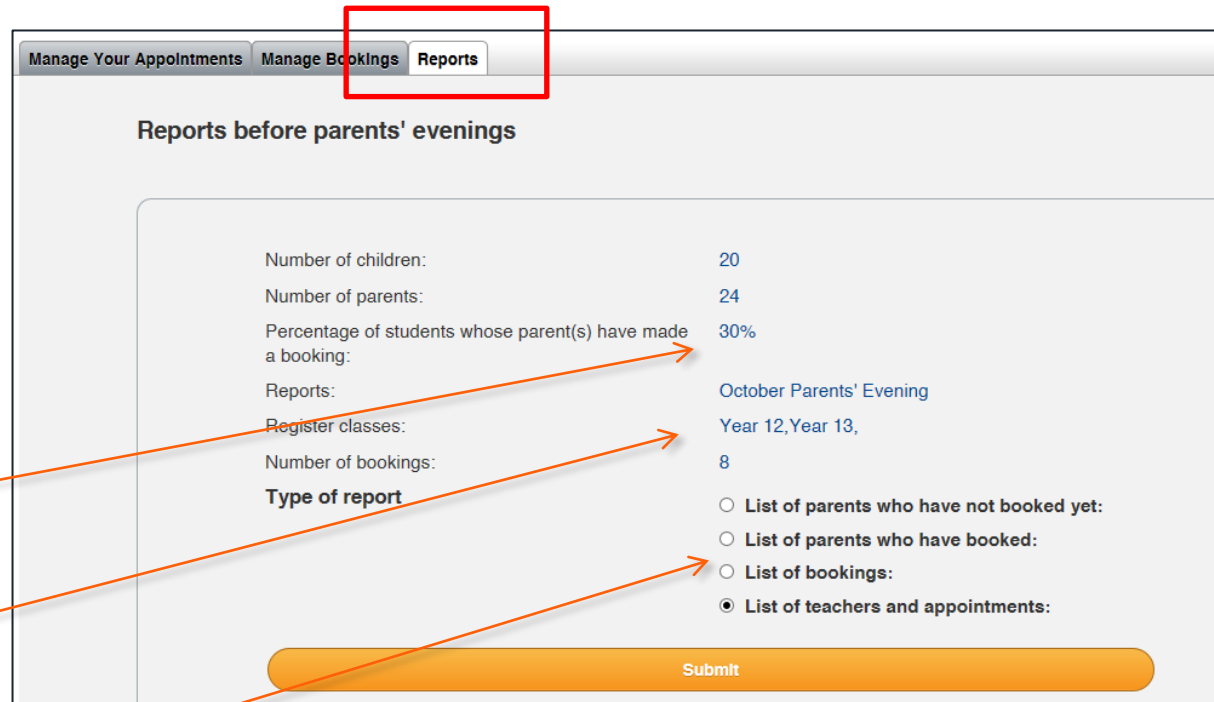
On the Manage Bookings tab, the 'Request to Parent' page will allow you to send a note/message to a parent for them to pick up before they start booking.

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

9. The Reports tab

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



Manage Your Appointments Manage Bookings **Reports**

Reports before parents' evenings

Number of children:	20
Number of parents:	24
Percentage of students whose parent(s) have made a booking:	30%
Reports:	October Parents' Evening
Register classes:	Year 12, Year 13,
Number of bookings:	8

Type of report

- ☐ List of parents who have not booked yet:
- ☐ List of parents who have booked:
- ☐ List of bookings:
- ☒ List of teachers and appointments:

Submit