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Welcome to Netmedia's Parents' Evening Booking System

<http://parents-booking.com/support>

Click the above link to leave a support enquiry on our website if your question is not answered in these help files.


Automated Booking System Instructions!

Login

The screenshot shows the login interface for the 'Parent's Evening Booking System' for 'Demo School'. The page has a blue header with the system name and two buttons: 'Forthcoming Evenings' and 'Message from School'. The main content area has a blurred background of people. A white login box is centered, containing the school's logo, name, and contact details. Below this, there are fields for 'Parents' title*' (a dropdown menu with 'Mr' selected) and 'Parents' Surname*'. A note states 'Please enter the details of the child you want to make bookings for.' followed by fields for 'Child's First Name*', 'Child's Surname*', 'Child's DOB (dd/MM/yyyy)*', and 'Child's Register Class*'. At the bottom of the box is a blue 'Login' button.

Parent's Evening Booking System

Forthcoming Evenings Message from School

 **Demo School**
School contact details: School Office
Phone: 01222 333444 Email: info@smartschool.org.uk

* Fields marked with this are mandatory.

Parents' title* Parents' Surname*

Mr

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB (dd/MM/yyyy)* Child's Register Class*

Login

Please enter your personal details required. This information need to match the school's data extract exactly. i.e. entering "Sam" into the Child's First Name field when the school has your child's name as "Samantha" will not log you into the system.

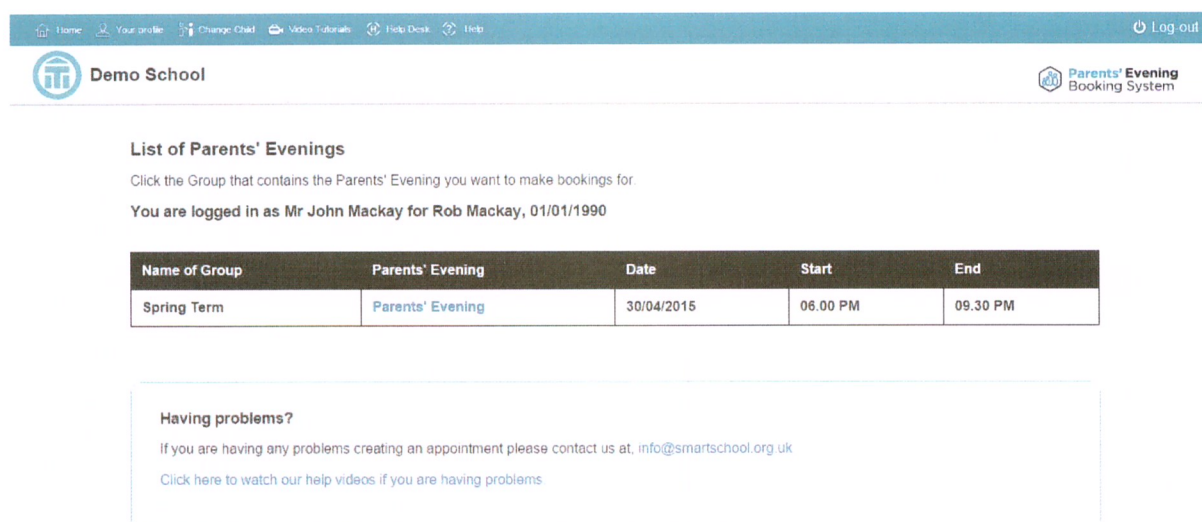
If an e-mail address is added, the system will update your record with this e-mail address. The e-mail address will be used to send out a copy of your appointments.

Click the 'Message from the School' button at the top of the screen to read a message for the school in a pop up window.



There can also be a button displaying all the forthcoming parents' evenings which displays in another pop up window.

Click the Login button. Then the system will show you a list of Parents' Evenings available.

List of Parents' Evenings



Home Your profile Change Child Video Tutorials Help Desk Help Log out

 Demo School 

List of Parents' Evenings

Click the Group that contains the Parents' Evening you want to make bookings for

You are logged in as Mr John Mackay for Rob Mackay, 01/01/1990

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Parents' Evening	30/04/2015	06.00 PM	09.30 PM

Having problems?

If you are having any problems creating an appointment please contact us at, info@smartschool.org.uk

[Click here to watch our help videos if you are having problems](#)

Click on the name of the particular Parents' Evening you want to make bookings in and you will be taken to the Manage Bookings page.

If the Parents' Evening is not available yet then a pop up box will appear explaining when the Parents' Evening will become available for bookings.

NEW FEATURE!!! Automated Booking System NEW FEATURE!!!

On the List of Evenings page there is now a new link, Automated Bookings. This will take you into the new Automated Booking System which is an alternative method of making your bookings. Instead of using the traditional booking table, (which is still available behind the 'Bookings' link) the Automated Booking System allows you to simply select the teacher you want to make bookings with, for all applicable children, and set when you can attend the parents' evening. Then the system will work out the best possible times and allow you to edit/cancel or confirm the bookings. This

makes the whole booking process a lot quicker and easier.

Profile

Clicking on the Profile button on the main menu will take you to a new page where you can see all your personal details on record and edit the majority of the information. Certain fields like Parent's Title, Parent's Username, Child's Date of Birth and Child's Class cannot be edited.

Change Child

If you have multiple children in the school then you will be able to see the Change Child button on the main menu. This will take you to a new page where you can select one of the children connected to your account. Once you select a child the system will take you back to the List of Evenings page.

Managing Bookings

Above the Booking Table's Department and Teachers there are two buttons:

- **Teacher requests**

The Administrator or School Staff can now leave messages and requests for parents to make bookings with them. These messages will be displayed automatically for the parent when they enter the parents' evening.

- **Leave feedback:**

Any feedback will be sent to the school and to Netmedia Business Solutions. Many encouraging comments and suggested improvements to the system have been sent which has helped the system evolve.

There are four buttons to the right of the booking table:

- **How to make a booking**

This button displays a pop up box which explains how to make and cancel bookings:

"Please select the teacher you want to meet by clicking on an available slot. When you select one of the available slots, a pop up will appear and allow you to enter a question for the teacher. You can cancel bookings or add comments to the bookings that you have already made by clicking on the Green appointment slots again."

- **Print your bookings:**

This will take you to a new page with your bookings listed in a printable format. There is a print button at the bottom of the page.

- **Email your bookings:**

The e-mail will be sent to the address entered during login or the address held in the system (if there is one). To update your e-mail address. Log out and login again, entering your preferred e-mail address on the login page or simply add your e-mail address on the Profile page.

- **Cancel all bookings:**

This will cancel all your bookings for this evening. A warning dialog appears to confirm.

The booking table shows the departments, subjects and teachers available for the evening. If there are multiple dates for the Parents' Evening then the booking table for each date is below the first booking table shown.

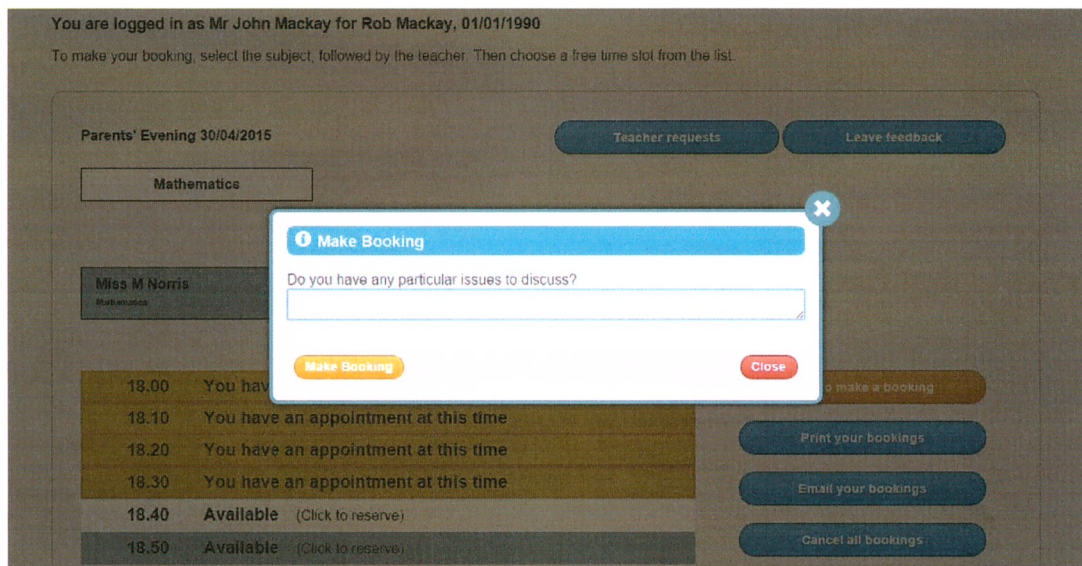
The bookings you have made are displayed to the right of the booking table for reference.

The Key shown in the How to make a booking pop up box describes the status of each of the slots on the bookings table.

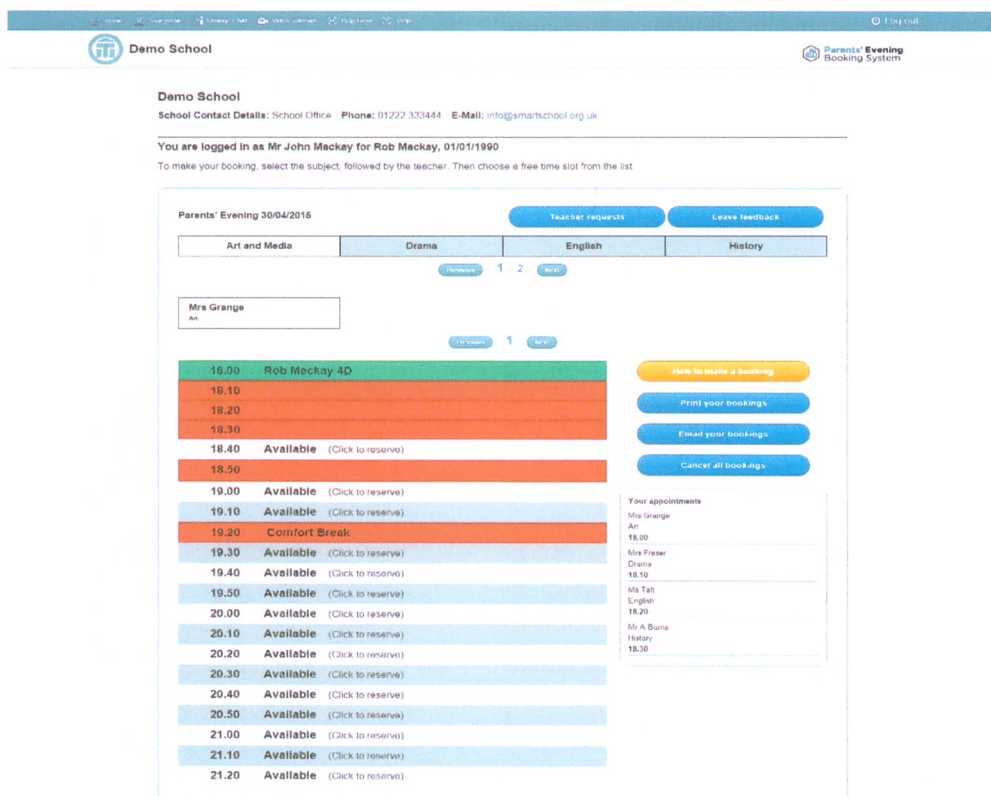
Key   Available  Your Booking  Your appointments  Unavailable

To make a booking to see a teacher, click the department the teacher is in. If there are many departments and teachers then you can use the Next and Previous buttons to navigate through all the departments teachers.

Select the time you want to book by clicking on the appropriate time slot (e.g. 18.00) if it is available you can click this slot to make a booking, a dialog will appear.



Type an optional issue or comment you wish to discuss with the teacher and then Click 'Make Booking'. The booking will appear in the Your Appointments table to the right of the booking table slots. The time slot will change colour to green and will appear as booked out to all other parents.

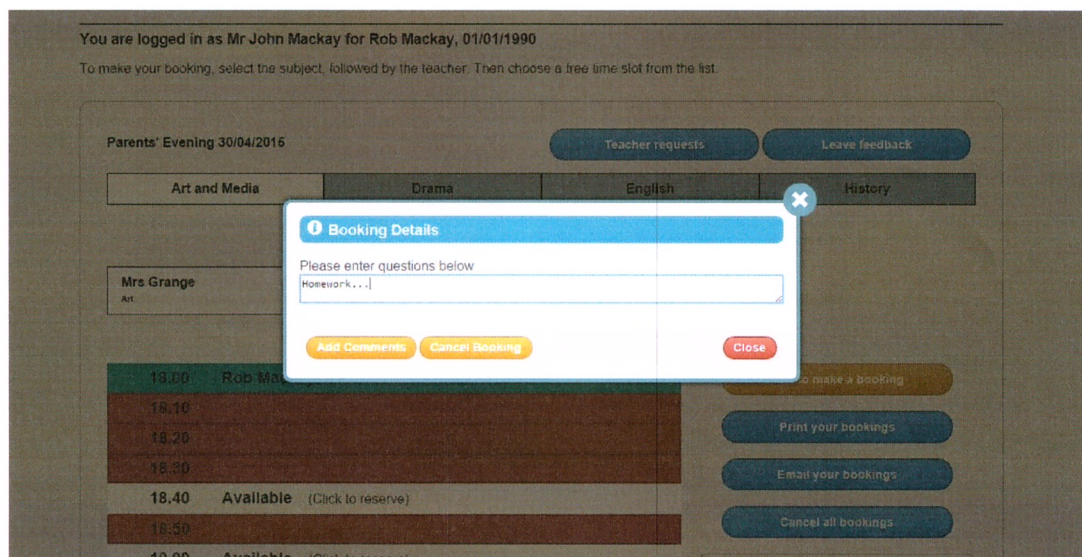


To make another booking select another department name, then in the column for the teacher you want to see, select the appropriate time slot if it is available, type an

optional issue or comment to discuss and click 'Make Booking'.

To edit comments or delete a booking, click on the booked slot. Either:

- Edit the comment and click **Add Comments**
- Click **Cancel Booking**



Bookings can either be printed or emailed using the particular buttons to the right of the booking table slots.

The system can be set up by the school to manage multiple children in the same family. Please contact your school if you would like this feature enabled.

We hope you enjoy using this modern approach to Parents' Evenings.
Netmedia Ltd