



# Parents' Evening Booking System



## Parents' Manual



- How do I login?
- How do I make appointments?
- Giving teachers a 'heads up'
- Making bookings for my other children
- Printing or e-mailing my schedule

Help videos which explain all of the above topics are available on our Website here: <http://parents-booking.com/instructions-for-parents/>

# Parents Login

[www.parents-booking.co.uk/Armadaleac](https://www.parents-booking.co.uk/Armadaleac)

Access system as shown below




Parents' Evening  
Booking System

Parents' Evening - Parent Details x

https://www.parents-booking.co.uk/Armadaleac

Parents' Evening Booking System

Message from School English (UK)

 **Armadale Academy**  
School contact details: School Office  
Phone:01506 282145 Email:w/armadale-ac@westlothian.org.uk

\* Fields marked with this are mandatory.

Parent's Surname\* E-Mail Address\*

Your email address is used to receive booking confirmations.

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

Child's First Name\* Child's Surname\*

Child's DOB \*

Login

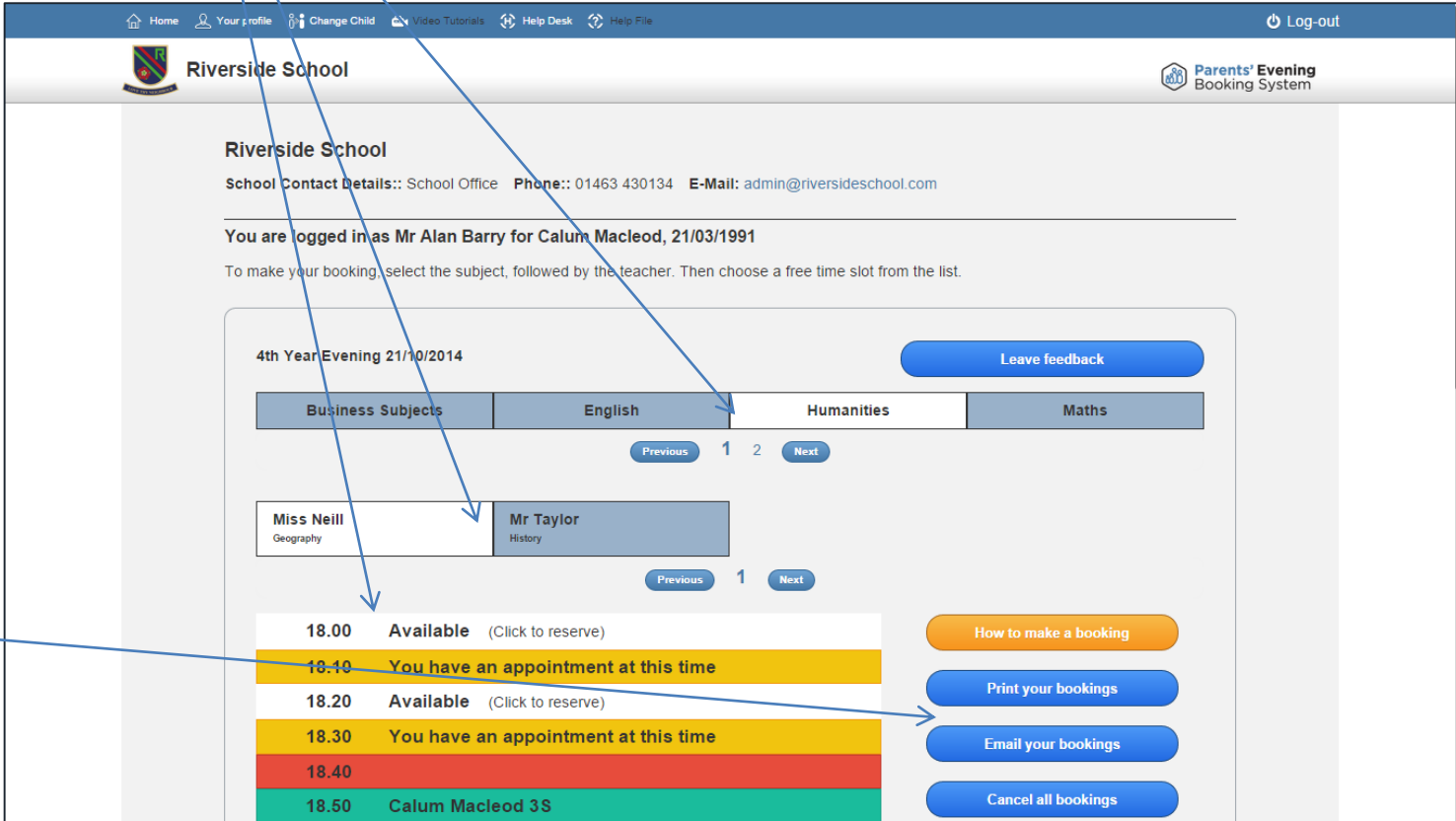
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# How do I make appointments?

1. Select the correct subject
2. Select the correct teacher
3. Click on an 'Available' time

Simply repeat  
The process  
for each  
appointment.

Once bookings  
have all been  
made, parents  
print off their  
schedule or  
e-mail it to  
themselves.



4th Year Evening 21/10/2014

Business Subjects English Humanities Maths

Previous 1 2 Next

Miss Neill Geography Mr Taylor History

Previous 1 Next

18.00	Available (Click to reserve)
18.10	You have an appointment at this time
18.20	Available (Click to reserve)
18.30	You have an appointment at this time
18.40	
18.50	Calum Macleod 3S

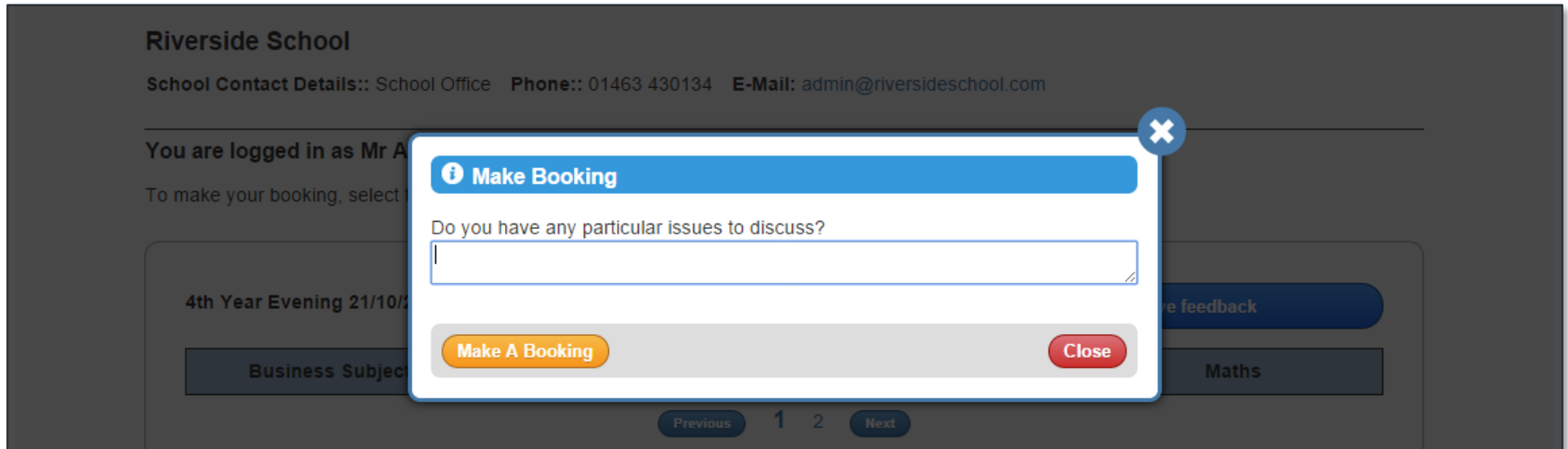
How to make a booking

Print your bookings

Email your bookings

Cancel all bookings

- Parents can make a comment with each of their appointments.
- These comments are seen by teachers in advance of the appointment.
- The purpose is so that parents identify discussion topics in advance and teachers are able to be better prepared for these.



**Riverside School**  
School Contact Details:: School Office Phone:: 01463 430134 E-Mail: admin@riversideschool.com

You are logged in as Mr A  
To make your booking, select

4th Year Evening 21/10/2024

Business Subject

Feedback

Maths

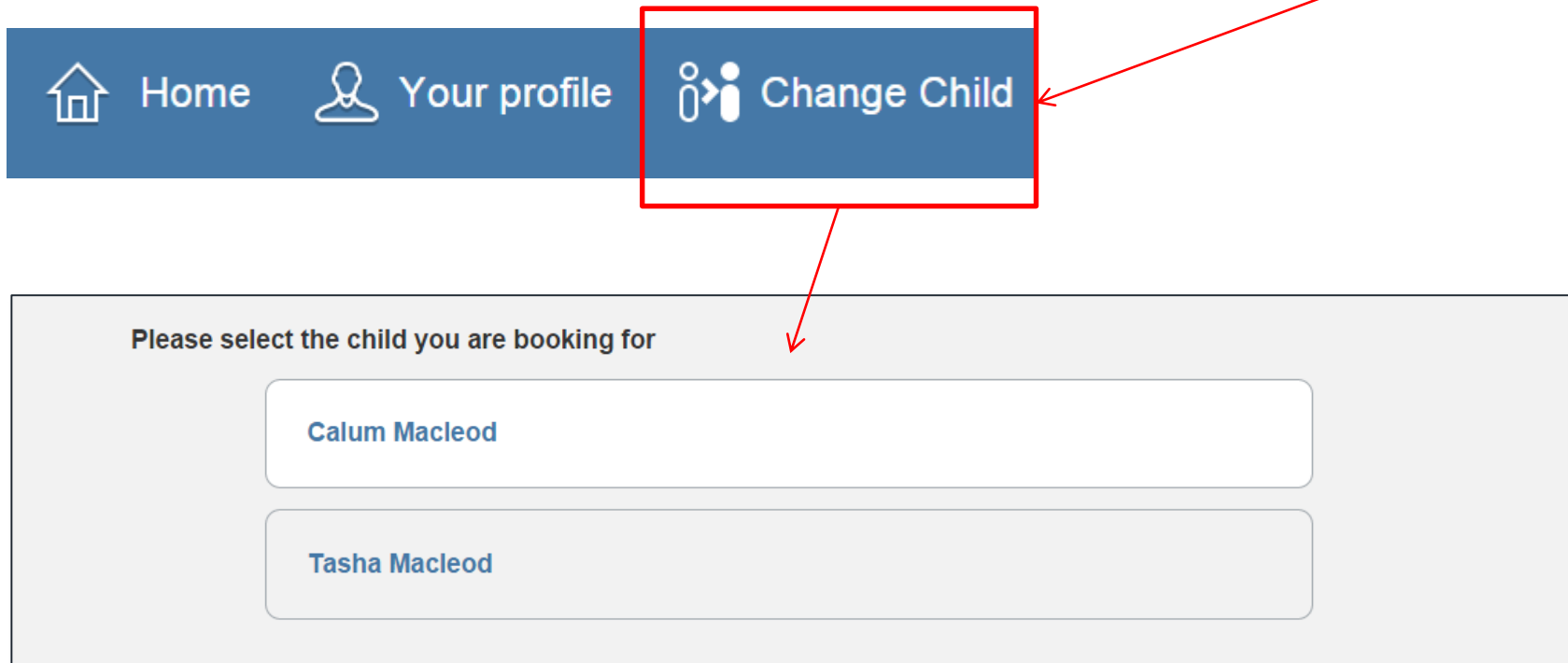
Previous 1 2 Next

**Make Booking**

Do you have any particular issues to discuss?

Make A Booking Close

Parents can toggle between their children without having to log out and back in, using the blue navigation bar at the top of the page.



The image shows a blue navigation bar at the top with three items: 'Home' with a house icon, 'Your profile' with a person icon, and 'Change Child' with a person and arrow icon. The 'Change Child' item is highlighted with a red box. A red arrow points from the 'Change Child' button to a dropdown menu below. The dropdown menu has a light gray background and contains the text 'Please select the child you are booking for' followed by two options: 'Calum Macleod' and 'Tasha Macleod', each in a rounded rectangular button.

Home   Your profile   **Change Child**

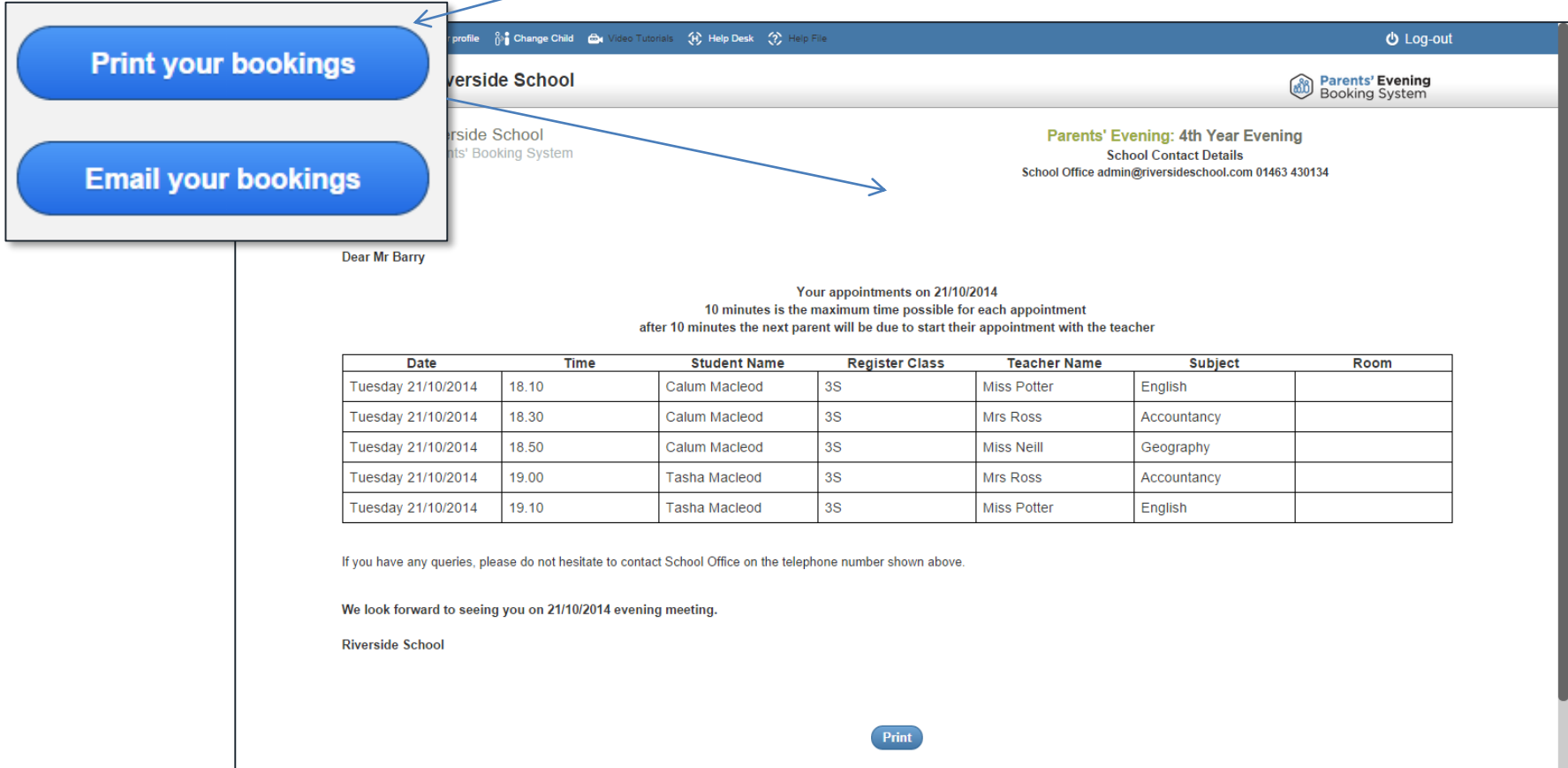
Please select the child you are booking for

Calum Macleod

Tasha Macleod

# Making a booking for another of my children

Parents print or e-mail their schedule (using the controls to the right of the booking table) and take it along on the night.



The screenshot shows the Parents' Evening Booking System interface. At the top, there is a navigation bar with links for 'profile', 'Change Child', 'Video Tutorials', 'Help Desk', and 'Help File', along with a 'Log-out' button. Below this, the school name 'Riverside School' is displayed. A callout box on the left highlights two blue buttons: 'Print your bookings' and 'Email your bookings'. The main content area displays the school name, the Parents' Evening Booking System logo, and the event details: 'Parents' Evening: 4th Year Evening', 'School Contact Details', and 'School Office admin@riversideschool.com 01463 430134'. Below this, a personalized message reads: 'Dear Mr Barry', 'Your appointments on 21/10/2014', '10 minutes is the maximum time possible for each appointment', and 'after 10 minutes the next parent will be due to start their appointment with the teacher'. A table follows, listing appointments for Tuesday 21/10/2014 with columns for Date, Time, Student Name, Register Class, Teacher Name, Subject, and Room. Below the table, there is a note: 'If you have any queries, please do not hesitate to contact School Office on the telephone number shown above.', followed by 'We look forward to seeing you on 21/10/2014 evening meeting.' and 'Riverside School'. A 'Print' button is located at the bottom right of the page.

profile Change Child Video Tutorials Help Desk Help File Log-out

Riverside School Parents' Evening Booking System

Parents' Evening: 4th Year Evening  
School Contact Details  
School Office admin@riversideschool.com 01463 430134

Dear Mr Barry

Your appointments on 21/10/2014  
10 minutes is the maximum time possible for each appointment  
after 10 minutes the next parent will be due to start their appointment with the teacher

Date	Time	Student Name	Register Class	Teacher Name	Subject	Room
Tuesday 21/10/2014	18.10	Calum Macleod	3S	Miss Potter	English	
Tuesday 21/10/2014	18.30	Calum Macleod	3S	Mrs Ross	Accountancy	
Tuesday 21/10/2014	18.50	Calum Macleod	3S	Miss Neill	Geography	
Tuesday 21/10/2014	19.00	Tasha Macleod	3S	Mrs Ross	Accountancy	
Tuesday 21/10/2014	19.10	Tasha Macleod	3S	Miss Potter	English	

If you have any queries, please do not hesitate to contact School Office on the telephone number shown above.

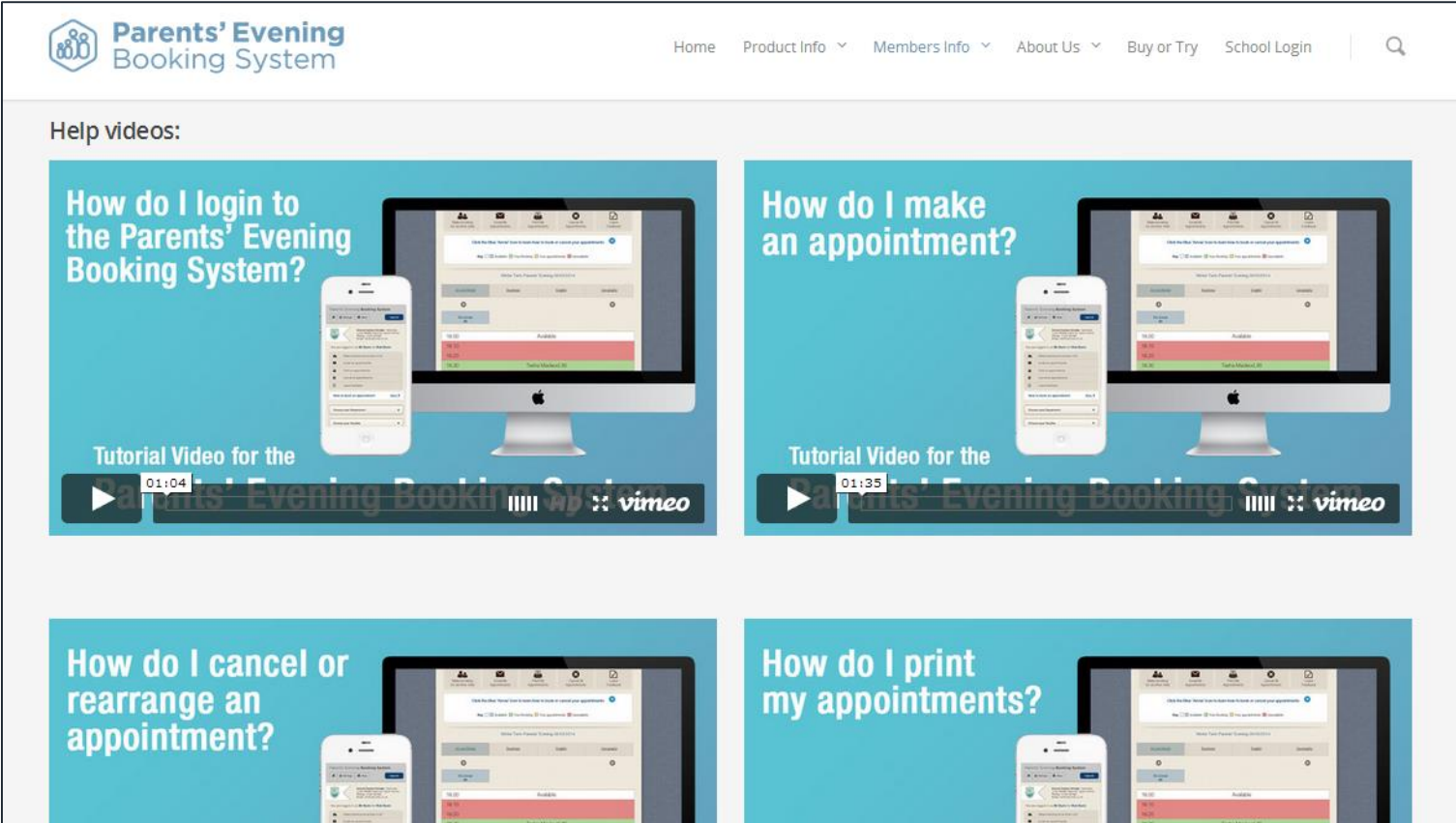
We look forward to seeing you on 21/10/2014 evening meeting.

Riverside School

Print



Help videos which explain how parents use the software are available on our Website, here: <http://parents-booking.com/instructions-for-parents/>



The screenshot shows the website's navigation bar with links for Home, Product Info, Members Info, About Us, Buy or Try, and School Login. Below the navigation bar, the 'Help videos:' section features four video thumbnails. Each thumbnail includes a title, a visual of a smartphone and a computer monitor displaying the booking system interface, and a video player with a play button and a Vimeo logo. The video titles are: 'How do I login to the Parents' Evening Booking System?' (01:04), 'How do I make an appointment?' (01:35), 'How do I cancel or rearrange an appointment?', and 'How do I print my appointments?'.