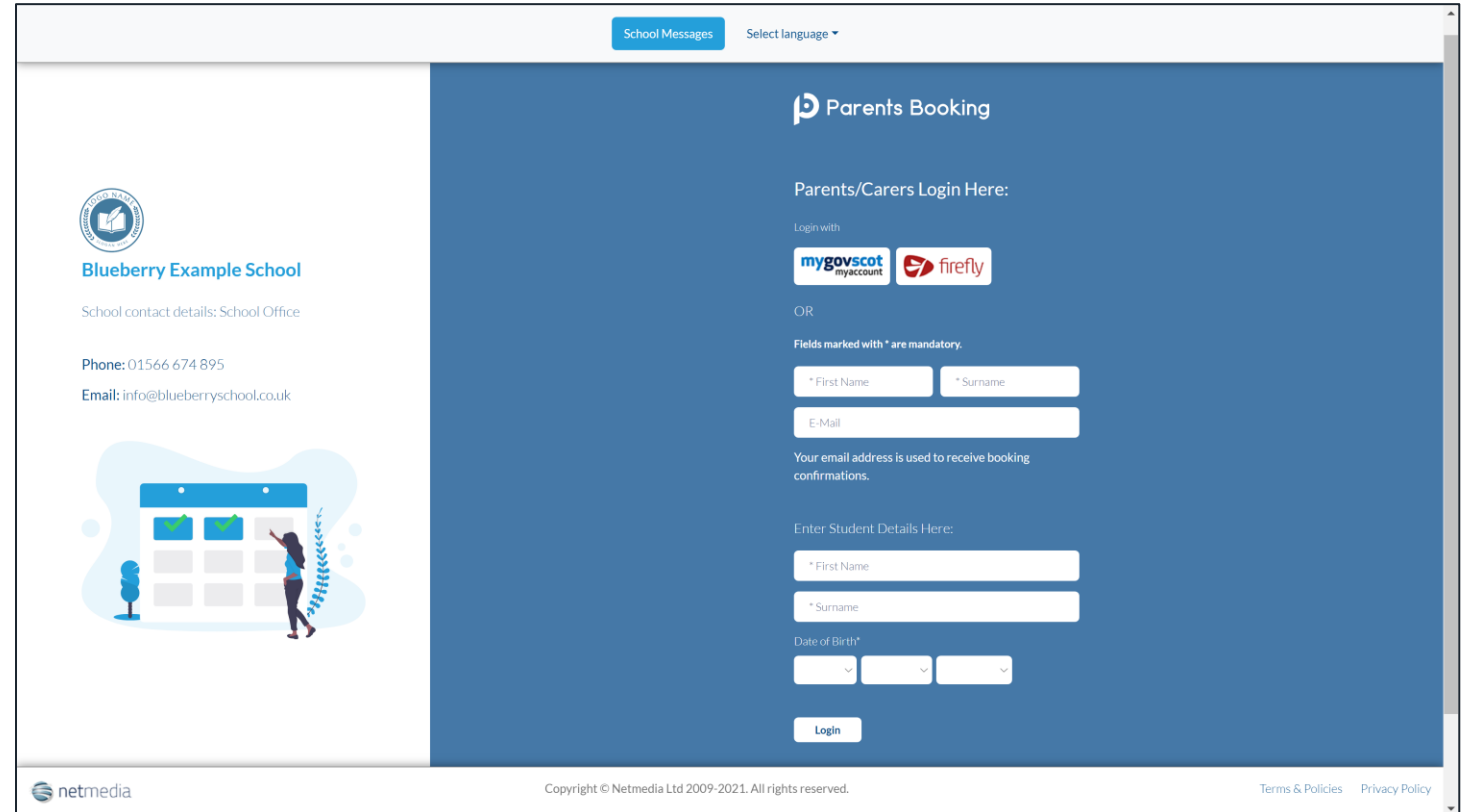


# How do I login?

1. The school will have sent you a website address to login with.
2. Next, login by completing the requested fields



The screenshot shows the login interface for 'Parents Booking' at Blueberry Example School. The page is split into two main sections: a white sidebar on the left and a blue main content area on the right.

**Left Sidebar (White):**

- Logo of Blueberry Example School.
- School name: **Blueberry Example School**
- School contact details: School Office
- Phone: 01566 674 895
- Email: info@blueberryschool.co.uk
- Illustration of a person interacting with a calendar.

**Right Main Area (Blue):**

- Header: Parents Booking
- Section: Parents/Carers Login Here:
- Login with options: mygovscot myaccount and firefly.
- OR separator.
- Fields marked with \* are mandatory.
- Form fields: \* First Name, \* Surname, E-Mail.
- Text: Your email address is used to receive booking confirmations.
- Section: Enter Student Details Here:
- Form fields: \* First Name, \* Surname, Date of Birth\* (with dropdown menus).
- Login button.

**Footer:**

- netmedia logo.
- Copyright © Netmedia Ltd 2009-2021. All rights reserved.
- Terms & Policies, Privacy Policy.

After logging in you will be shown any parents' evenings, events or clubs that are bookable.

You now (usually) have the choice of two tools for making parents' evening appointments:

**Suggest Bookings for Me**

or

**Make Bookings for Myself**

The instructions for both of these options are shown on the next few slides..

Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) LOG-OUT

Blueberry Example School

Welcome Mr Alan Smith

Send school feedback Video Settings

School contact details  
School Office 01566 674 895 info@blueberryschool.co.uk

### Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11 <a href="#">Suggest Bookings For Me</a> <a href="#">Make Bookings For Myself</a>	23rd Feb 2021	16:00	19:00

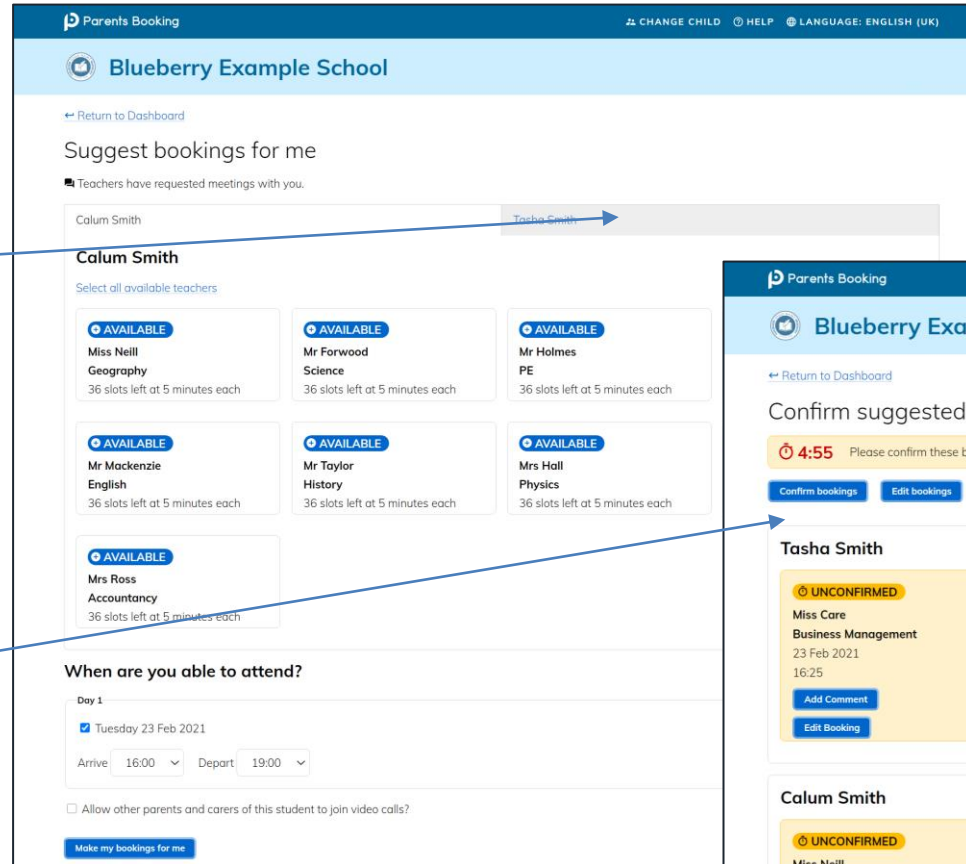
### School Events

Name of Group	Event Name	Date	Start	End
Spring Term	<a href="#">Student Performance of Aladdin</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	<a href="#">Student Performance of Lion King</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00

# Suggest Bookings for Me

Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

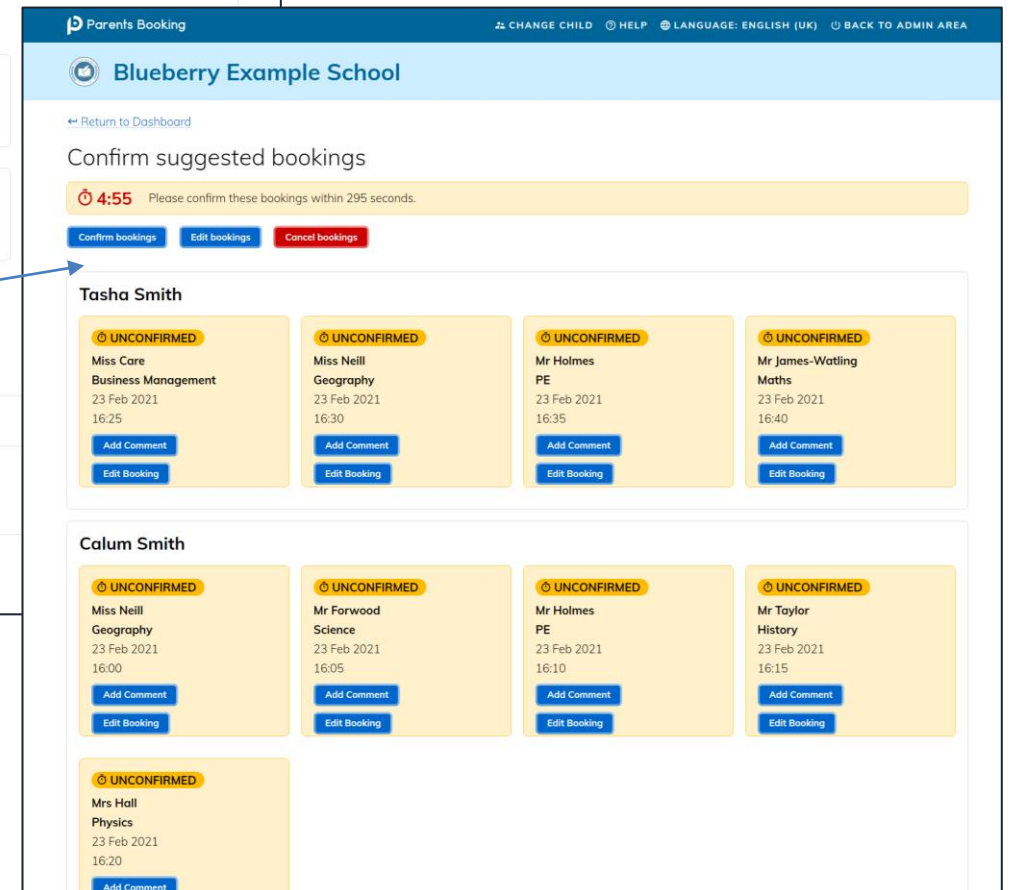
The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.



The screenshot shows the 'Suggest bookings for me' interface for Blueberry Example School. At the top, there are navigation links for 'CHANGE CHILD', 'HELP', and 'LANGUAGE: ENGLISH (UK)'. Below the school name, there is a 'Return to Dashboard' link and the title 'Suggest bookings for me'. A message states 'Teachers have requested meetings with you.' A search bar contains 'Calum Smith' and 'Tasha Smith'. Below this, a list of available teachers is shown, each with an 'AVAILABLE' badge and '36 slots left at 5 minutes each':

- Miss Neill, Geography
- Mr Forwood, Science
- Mr Holmes, PE
- Mr Mackenzie, English
- Mr Taylor, History
- Mrs Hall, Physics
- Mrs Ross, Accountancy

At the bottom, there is a section 'When are you able to attend?' with a 'Day 1' dropdown, a checked date 'Tuesday 23 Feb 2021', and 'Arrive' and 'Depart' time pickers set to 16:00 and 19:00 respectively. A checkbox for 'Allow other parents and carers of this student to join video calls?' is present, and a 'Make my bookings for me' button is at the bottom.



The screenshot shows the 'Confirm suggested bookings' interface for Blueberry Example School. At the top, there are navigation links for 'CHANGE CHILD', 'HELP', 'LANGUAGE: ENGLISH (UK)', and 'BACK TO ADMIN AREA'. Below the school name, there is a 'Return to Dashboard' link and the title 'Confirm suggested bookings'. A yellow banner indicates a 4:55 timer and the instruction 'Please confirm these bookings within 295 seconds.' Below this are three buttons: 'Confirm bookings', 'Edit bookings', and 'Cancel bookings'. The interface displays suggested bookings for two students:

**Tasha Smith**

- Miss Care, Business Management, 23 Feb 2021, 16:25
- Miss Neill, Geography, 23 Feb 2021, 16:30
- Mr Holmes, PE, 23 Feb 2021, 16:35
- Mr James-Watling, Maths, 23 Feb 2021, 16:40

**Calum Smith**

- Miss Neill, Geography, 23 Feb 2021, 16:00
- Mr Forwood, Science, 23 Feb 2021, 16:05
- Mr Holmes, PE, 23 Feb 2021, 16:10
- Mr Taylor, History, 23 Feb 2021, 16:15
- Mrs Hall, Physics, 23 Feb 2021, 16:20

Each booking card includes an 'UNCONFIRMED' badge, the teacher's name, subject, date, time, and buttons for 'Add Comment' and 'Edit Booking'.

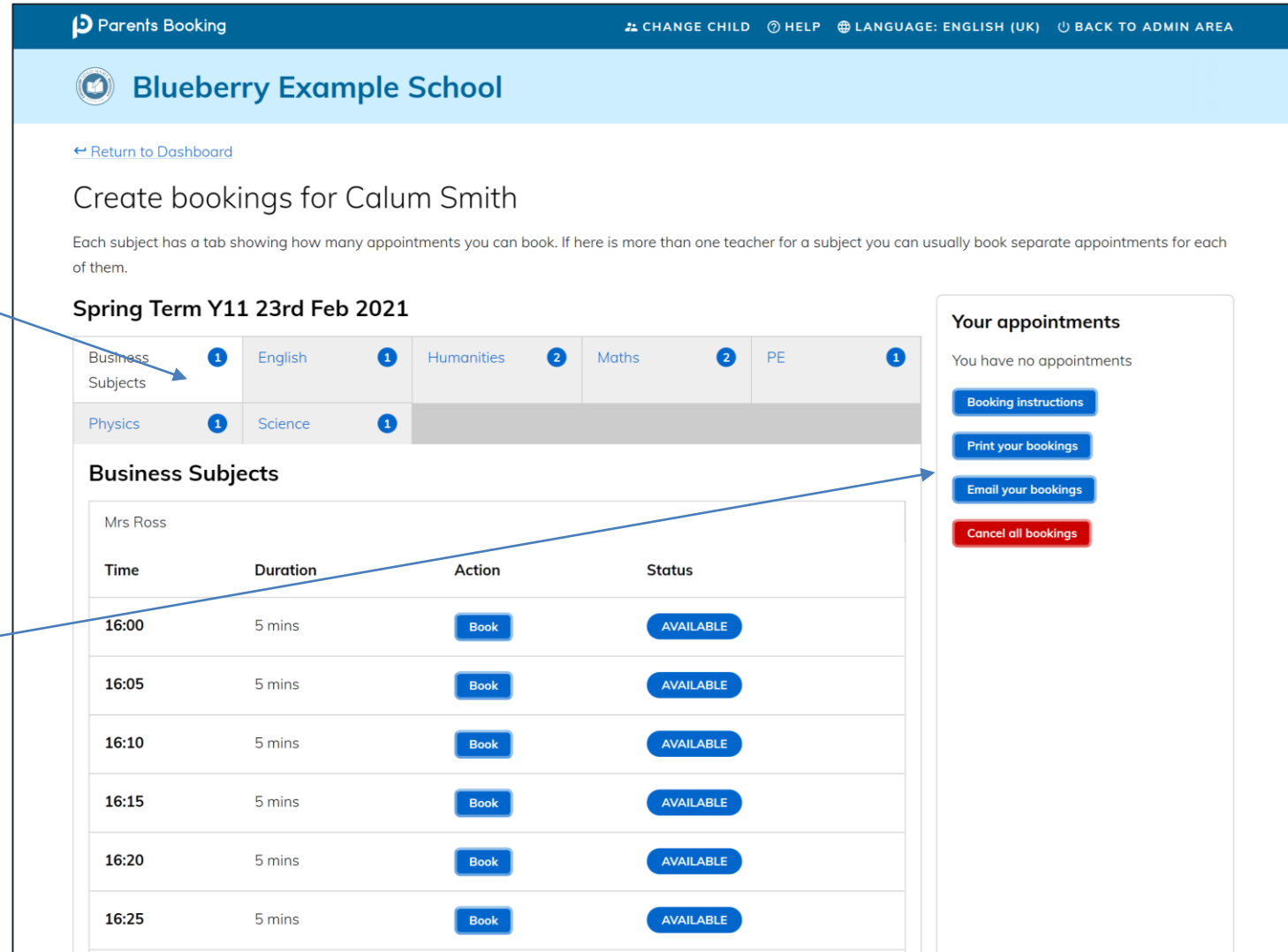
# Make Bookings for Myself

To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) BACK TO ADMIN AREA

Blueberry Example School

[Return to Dashboard](#)

Create bookings for Calum Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Spring Term Y11 23rd Feb 2021

Business Subjects	1	English	1	Humanities	2	Maths	2	PE	1
Physics	1	Science	1						

**Business Subjects**

Mrs Ross

Time	Duration	Action	Status
16:00	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:05	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:10	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:15	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:20	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:25	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>

**Your appointments**

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)

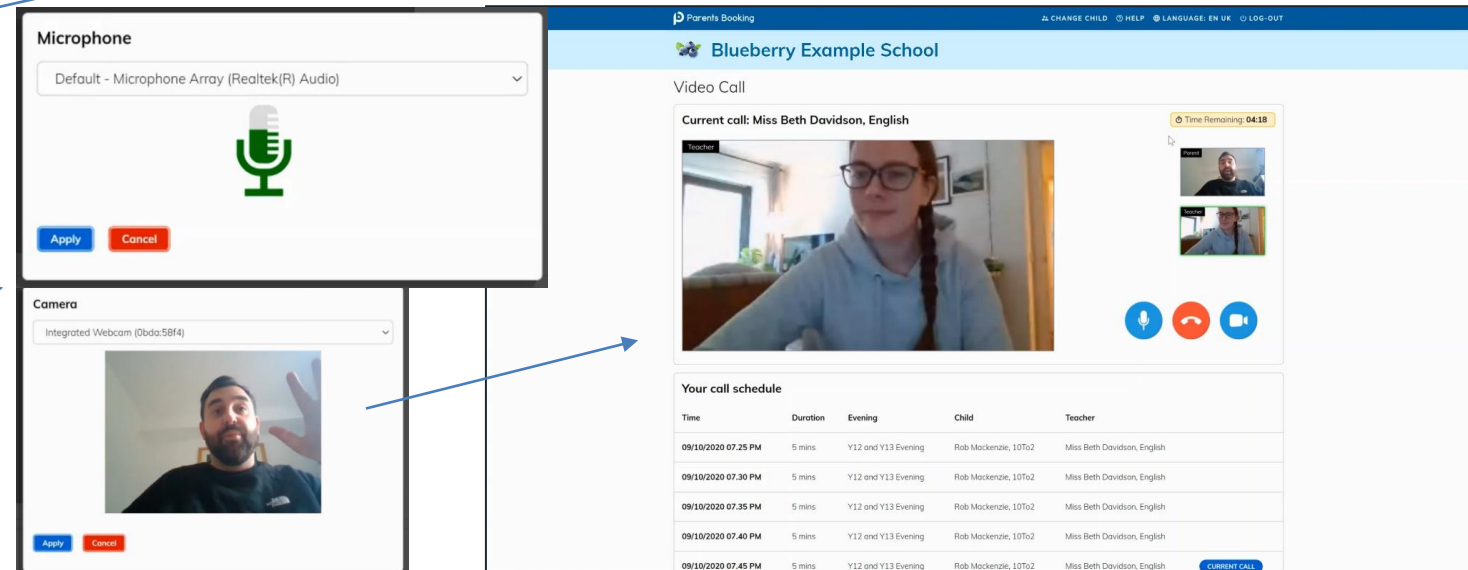
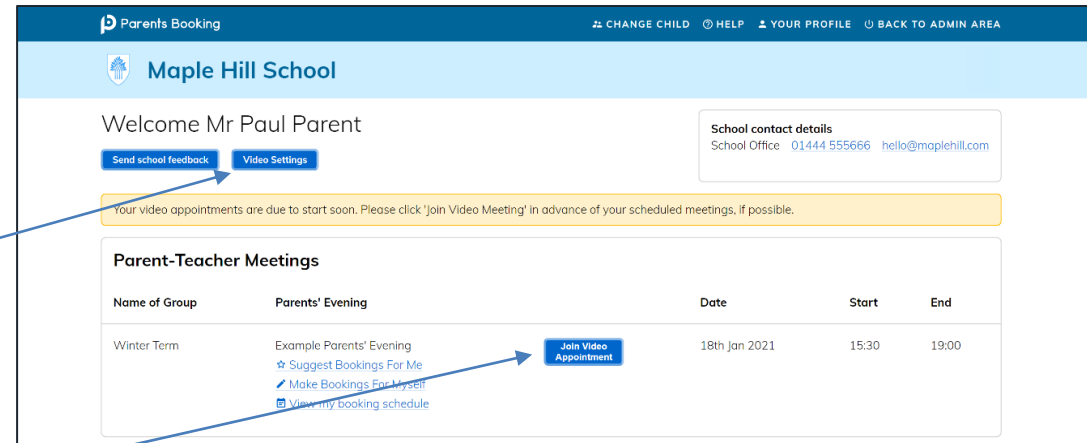
# Joining Video Meetings

On the day of the parents' evening, a blue "Join Video Appointment" button will show up **10-15mins before your first appointment**, after you login.

Any time in advance of your video meeting you can test your internet browser, web cam, microphone and internet connection's compatibility by clicking 'Video Settings'.

When you are ready to join your video meetings, click 'Join Video Appointments'. You will enter a video meeting room, and will await your first appointment starting.

When your first appointment is due to begin, you will need to authorize use of your microphone and web cam, and then your meeting will start at the scheduled time. If you have issues, [click here](#).



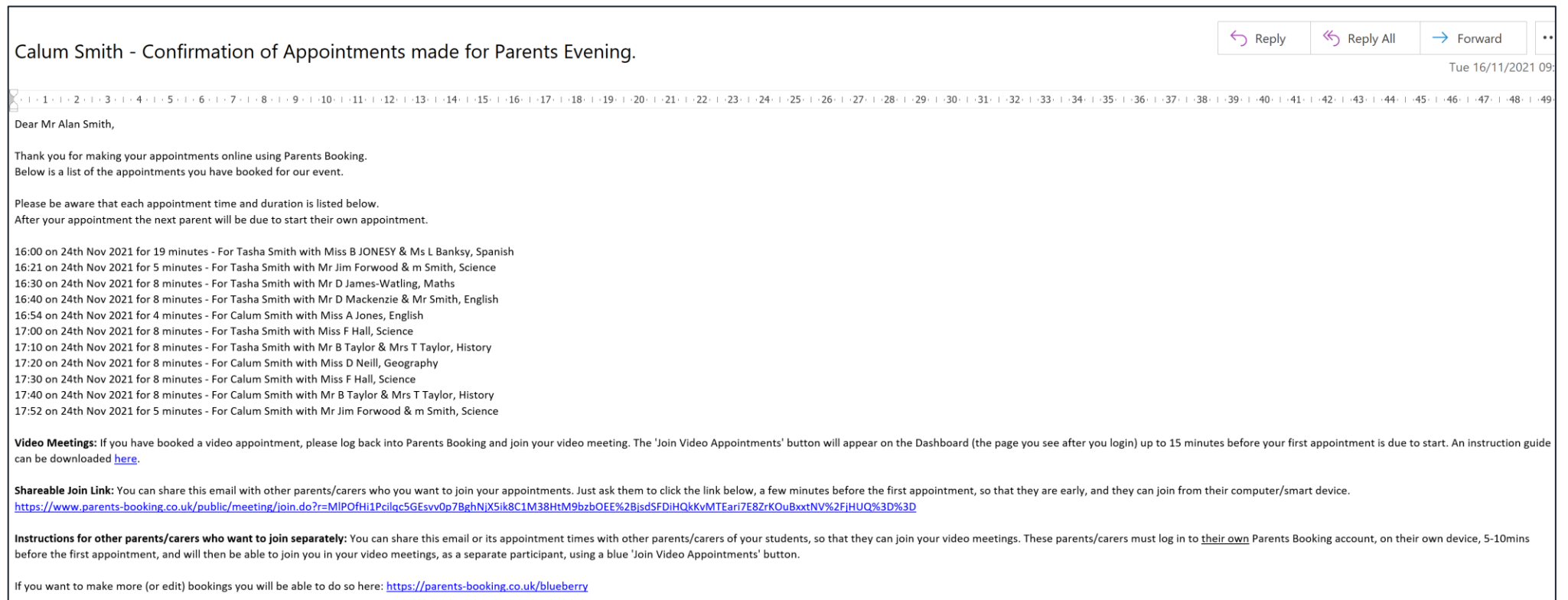


# Sharing Your Video Meetings



You can invite another family member (or even an external contact such as your own BSL translator or similar) to be able to join your video meetings.

Simple share the “shareable link” in the bottom of your email confirmation with them. It might even be easier just forwarding your email to them, to click on the link and be able to see the appointment times.



The screenshot shows an email titled "Calum Smith - Confirmation of Appointments made for Parents Evening." The email body contains a list of appointments for the 24th of November 2021, including times, durations, and the names of the parents and subjects. A blue arrow points from the text above to the "Shareable Join Link" section of the email. The email also includes instructions for video meetings and a link to the Parents Booking website.

Calum Smith - Confirmation of Appointments made for Parents Evening.

Dear Mr Alan Smith,

Thank you for making your appointments online using Parents Booking.  
Below is a list of the appointments you have booked for our event.

Please be aware that each appointment time and duration is listed below.  
After your appointment the next parent will be due to start their own appointment.

16:00 on 24th Nov 2021 for 19 minutes - For Tasha Smith with Miss B JONESY & Ms L Banksy, Spanish  
16:21 on 24th Nov 2021 for 5 minutes - For Tasha Smith with Mr Jim Forwood & m Smith, Science  
16:30 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr D James-Watling, Maths  
16:40 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr D Mackenzie & Mr Smith, English  
16:54 on 24th Nov 2021 for 4 minutes - For Calum Smith with Miss A Jones, English  
17:00 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Miss F Hall, Science  
17:10 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr B Taylor & Mrs T Taylor, History  
17:20 on 24th Nov 2021 for 8 minutes - For Calum Smith with Miss D Neill, Geography  
17:30 on 24th Nov 2021 for 8 minutes - For Calum Smith with Miss F Hall, Science  
17:40 on 24th Nov 2021 for 8 minutes - For Calum Smith with Mr B Taylor & Mrs T Taylor, History  
17:52 on 24th Nov 2021 for 5 minutes - For Calum Smith with Mr Jim Forwood & m Smith, Science

**Video Meetings:** If you have booked a video appointment, please log back into Parents Booking and join your video meeting. The 'Join Video Appointments' button will appear on the Dashboard (the page you see after you login) up to 15 minutes before your first appointment is due to start. An instruction guide can be downloaded [here](#).

**Shareable Join Link:** You can share this email with other parents/carers who you want to join your appointments. Just ask them to click the link below, a few minutes before the first appointment, so that they are early, and they can join from their computer/smart device.  
<https://www.parents-booking.co.uk/public/meeting/join.do?=-MIPOFHI1Pclqc5GEsvv0p7BghNIX5ik8C1M38HtM9bzbOEE%2BjsdSFDIHQkVMTeari7E8zRKouBxxtNV%2FJHUQ%3D%3D>

**Instructions for other parents/carers who want to join separately:** You can share this email or its appointment times with other parents/carers of your students, so that they can join your video meetings. These parents/carers must log in to their own Parents Booking account, on their own device, 5-10mins before the first appointment, and will then be able to join you in your video meetings, as a separate participant, using a blue 'Join Video Appointments' button.

If you want to make more (or edit) bookings you will be able to do so here: <https://parents-booking.co.uk/blueberry>