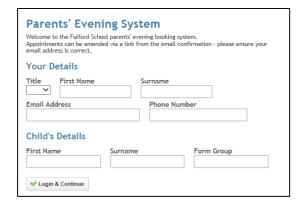
Parents' Guide for Booking Appointments

Browse to http://fulfordschool.parentseveningsystem.co.uk/



Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations) when entering details.

Please follow the on screen instructions. When entering your child's form group, please ensure that this is entered carefully and in the form 'House Initials'-'Form tutor(s) initials' (eg. AE-AM/LG) as failure to do this will result in you being unable to book appointments. This information can be found on the top of the timetable that students have in the back of their planner.



Step 2: Select Parents' Evening

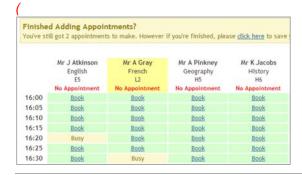
Click the green tick to select the parents' evening you want to make appointments for.



Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.



Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.



Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.