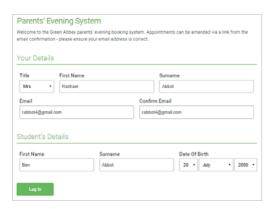




Browse to https://groveroad.parentseveningsystem.co.uk/



#### Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename.

The page you will see will not ask for date of birth but for the class registration name.

The Class Registration list is on the next page of this guidance.



## **Step 2: Select Parents' Evening**

Click on the date you wish to book.

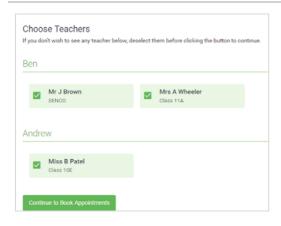
Unable to make all of the dates listed? Click I'm unable to attend.



### **Step 3: Select Booking Mode**

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

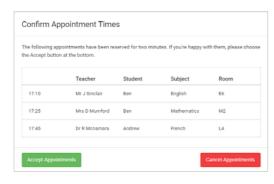


## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.



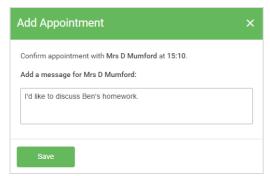
### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).







## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



# Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on Amend Bookings.

#### 2017/18 Class Names

Year	Teacher	Registration Class Name
Nursery	Mrs Kerin	NSK
Reception	Mrs Bowen Mrs Collins	RLB RKC
Year 1	Miss McAteer Mr Morgan	1FM 1TM
Year 2	Mrs Hunt Miss O'Leary	2DH 2SO
Year 3	Miss Lea Mr Maranzana	3CL 3MM
Year 4	Miss Morris Miss Hillier	4SM 4VH
Year 5	Mr Francis Mr Tompkins	5LF 5RT
Year 6	Mrs Chappell Mr Tomkinson	6EC 6MT