

Parent Guide for Booking Appointments

Visit <https://southhunsley.parentseveningsystem.co.uk/>

South Hunsley

Parents' Evening System

Welcome to the South Hunsley parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	1	January	2010

Log In

Step 1: Login

Please fill out your 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 that matches our records (no abbreviations) and your child's date of birth - eg: 1 January 2010

Covid Testing Thursday - 4/03/2021 (08:30-19:00) and 05/03/2021 (08:30 - 13:00)

Please choose the manual booking mode and ensure all 'teachers' (Slots) are selected to ensure full access to all bookings times for COVID-19 testing

Click a date to continue

Thursday, 4th March Open for bookings	>
Friday, 5th March Open for bookings	>

I'm unable to attend

Step 2: Select Covid Testing

Click on the date you wish to book. You can choose either Thursday 4 March or Friday 5 March.

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

- Automatic
Automatically book the best possible times based on your availability
- Manual
Choose the time you would like to see each teacher

Next

Step 3: Choose Booking Method

Choose the Manual Booking Method. Then click Next.

Please be aware that the manual booking mode does not always function as expected on a mobile phone. We recommend you use a tablet, laptop or workstation if possible.

Continued...

John Smith

<input checked="" type="checkbox"/> T Slot 1 Covid Test	<input checked="" type="checkbox"/> T Slot 2 Covid Test	<input checked="" type="checkbox"/> T Slot 3 Covid Test
<input checked="" type="checkbox"/> T Slot 4 Covid Test	<input checked="" type="checkbox"/> T Slot 5 Covid Test	<input checked="" type="checkbox"/> T Slot 6 Covid Test

Lucy Smith

<input checked="" type="checkbox"/> T Slot 1 Covid Test	<input checked="" type="checkbox"/> T Slot 2 Covid Test	<input checked="" type="checkbox"/> T Slot 3 Covid Test
<input checked="" type="checkbox"/> T Slot 4 Covid Test	<input checked="" type="checkbox"/> T Slot 5 Covid Test	<input checked="" type="checkbox"/> T Slot 6 Covid Test

[Generate Appointments](#)

Step 4: Choose Teachers (Booking Slots)

You will now see your child or children's names. Tick all of the 'T Slots' boxes so they are now highlighted with a green tick (see image).

This will make sure you can see all available booking slots for COVID-19 testing.

Then click Continue to Book Appointments.

08:30	+	+	+
08:33	+	+	+
08:36	+	+	+
08:39	+	+	+
08:42	+	+	+
08:45	+	+	+
08:48	+	+	+

Step 5: Book Appointment

Each green cross represents an available appointment time. Click on a green cross at the time you wish to book your child's appointment for.

Finished - Appointments Saved



Your appointments have been saved and an email will be sent confirming your appointments.

[Click here to view/print your appointments.](#)

Step 6: Confirmation

Your appointments will be confirmed. You can [Click here to view your appointments.](#)

Step 7: 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*.

Covid Testing Thursday - 4/03/2021 (08:30-19:00) and 05/03/2021 (08:30 - 12:00)
2 appointments from 08:30 to 08:33
Thursday, 4th March

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

Please chose the automatic booking mode and ensure all 'teachers' (Slots) are selected to ensure full access to all bookings times for COVID-19 testing

	Teacher	Student	Subject
08:30	T Slot 4	John Smith	Covid Test
08:33	T Slot 4	Lucy Smith	Covid Test