

# Parents' Guide for Booking Appointments

Browse to <https://selwoodacademy.parentseveningsystem.co.uk/>

**Parents' Evening System**

Welcome to the Green Abbey 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: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

**Log In**

## 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 legal names.

**Primary School Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March  
Open for bookings
- Friday, 17th March  
Open for bookings

[I'm unable to attend](#)

## 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*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit 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: Select Booking Mode

Choose a booking mode. We recommend on this occasion you choose **Manual** as you will only need to book an appointment with your child's Tutor. The automatic option would be beneficial when booking subject teacher appointments later in the academic year. Then press *Next*.

**Choose Teachers**

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

**Ben**

- Mr J Brown  
SENCO
- Mrs A Wheeler  
Class 11A

**Andrew**

- Miss B Patel  
Class 10E

**Continue to Book Appointments**

## Step 4: Choose Teachers

Select the teacher you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name. You will only be offered the chance to book with your child's Tutor on this occasion.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## 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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

## Step 5 (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.

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 11: Subject Evening  
Thursday, 12th April

This parent evening is for pupils in year 11. Please enter the school on the main entrance and follow the signs for the Main Hall where the evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
19:00	Mr J Brown	Ben	SENCO A2
19:10	Mr J Sinclair	Ben	English E6
19:15	Mr J Sinclair	Andrew	English E6
19:20	Mr J Sinclair	Ben	History H6
19:25	Miss P Burton	Andrew	Mathematics M2
19:30	Miss J Foster	Andrew	Science S1

## 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*.