





DARTON COLLEGE

Kate Davies NPQH MEd NLE
Principal

Parents' Guide for Booking Appointments

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

Screen Shot Examples:

<p>Parents' Evening System</p> <p>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.</p> <p>Your Details</p> <p>Title: <input type="text" value="Mr"/> First Name: <input type="text" value="John"/> Surname: <input type="text" value="Smith"/></p> <p>Email Address: <input type="text" value="john.smith@gmail.com"/> Confirm Email Address: <input type="text" value="john.smith@gmail.com"/></p> <p>Child's Details</p> <p>First Name: <input type="text" value="Sarah"/> Surname: <input type="text" value="Smith"/> DoB dd/mm/yyyy: <input type="text" value="26/11/2005"/></p> <p><input type="button" value="Login & Continue"/></p>	<p>Step 1: Login</p> <p>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.</p> <p>Please use your child's "preferred" forename that matches our records (no abbreviations).</p>
<p>Select a parents' evening to add appointments:</p> <p> Parents' Evening</p> <p>This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.</p> <p><input checked="" type="checkbox"/>  Continue</p> <p>Date: 24/01/2013 Time: 16:00 - 20:30</p>	<p>Step 2: Select Parents' Evening</p> <p>Click the green tick to select the parents' evening you want to make appointments for.</p>
<p>Choose Teachers</p> <p>Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mr J Atkinson - English <input checked="" type="checkbox"/> Ms J Estaphan - French <input checked="" type="checkbox"/> Mr C Hughes - Res Materials <input checked="" type="checkbox"/> Mr K Jacobs - Geography <input type="checkbox"/> Mr M Lubbock - Class 9A <input checked="" type="checkbox"/> Dr R McNamara - French <input checked="" type="checkbox"/> Dr R McNamara - German <input type="checkbox"/> Dr S Mianad - Science <input checked="" type="checkbox"/> Mrs D Mumford - Mathematics <input checked="" type="checkbox"/> Mr V Stockill - PSE <input checked="" type="checkbox"/> Miss J Young - Physical Ed <p><input checked="" type="button" value="Continue to Book Appointments"/> <input type="button" value="Cancel"/></p>	<p>Step 3: Choose Teachers</p> <p>Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to deselect them.</p> <p>Click on the Continue button to proceed.</p>

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Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save.

	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

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.

All Finished!

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

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. 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.

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