

Online Booking Instructions - Year 7 Subject Evening

Dear Parents/Carers,

We would like to invite you to use our on-line booking system for the Year 7 Subject Evening on Thursday 16th June between 5.00 and 7.30 pm

If you have internet access log on to <http://parents-booking.co.uk/preston>

You will also be able to find this link on our website – www.prestonschool.co.uk Click on the 'Parent' tab and select 'Parents Evening Booking'. Scroll down and click on 'Booking form' to be taken to the bookings page.

Once you have entered the website please follow the instructions below.

Preston School
School contact details: Miss Jaclyn Surrey
Phone:01935 471 131 x211 Email:jsurrey1@educ.somerset.gov.uk

* Fields marked with this are mandatory.

Parents' title* Parents' Surname* E-Mail Address

Ms

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB *

Login

Step 1:

Enter your details **as shown on the enclosed letter** – if you require an email containing a list of your appointments, please enter your email address.

Click 'Log In'

Preston School Parents' Evening Booking System

List of Parents' Evenings
Click the Group that contains the Parents' Evening you want to make bookings for.
You are logged in as

Name of Group	Parents' Evening	Date	Start	End
Year 9 Subject Evening	Yr 9 Subject Evening Bookings / Automated Booking	03/12/2015	05.00 PM	07.30 PM

Having problems?
If you are having any problems creating an appointment please contact us at, jsurrey1@educ.somerset.gov.uk
Click here to watch our help videos if you are having problems.

Step 2:

Click on bookings under - Year 7 Parents' Evening.

If you would like to use the automated booking system click on Automated Booking and follow the instructions given

Business Admin and... Catering English Life Studies

Miss C S Flew
English

17.00	Available (Click to reserve)
17.05	Available (Click to reserve)
17.10	Available (Click to reserve)
17.15	Available (Click to reserve)
17.20	Available (Click to reserve)
17.25	Available (Click to reserve)

How to make a booking
Print your bookings
Email your bookings
Cancel all bookings

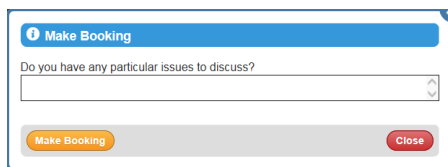
Step 3:

Select the subject of the teacher that you wish to see

Click on the time slot that you wish to book for that teacher.

Then select another subject and make as many bookings as you require.

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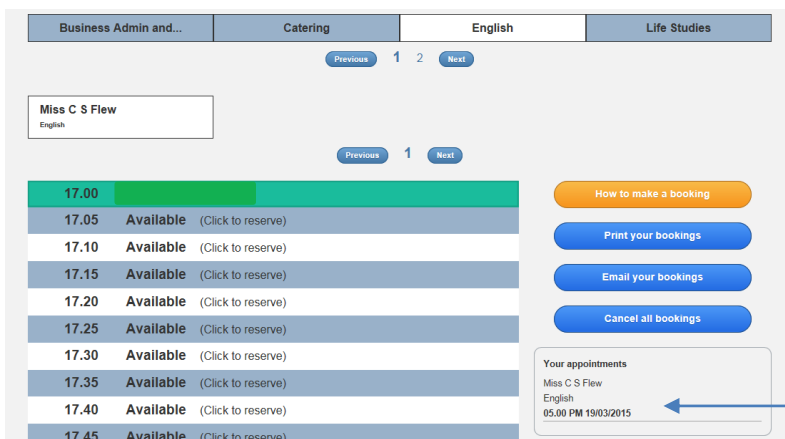
Make Booking

Do you have any particular issues to discuss?

Make Booking **Close**

Step 4:

Should you wish to leave the Teacher a message type in the box, otherwise click '**Make Booking**' to confirm your appointment



Business Admin and... Catering English Life Studies

Previous 1 2 Next

Miss C S Flew
English

Previous 1 Next

17.00	Available	(Click to reserve)
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17.10	Available	(Click to reserve)
17.15	Available	(Click to reserve)
17.20	Available	(Click to reserve)
17.25	Available	(Click to reserve)
17.30	Available	(Click to reserve)
17.35	Available	(Click to reserve)
17.40	Available	(Click to reserve)
17.45	Available	(Click to reserve)

How to make a booking

Print your bookings

Email your bookings

Cancel all bookings

Your appointments

Miss C S Flew
English
05.00 PM 19/03/2015

Step 5:

You will now see a list of your appointments on the screen while you book others.

Should you wish to **Print**, **e-mail** or **cancel** your appointments, click the appropriate tab.

Step 6:

When you have completed your selection, '**Log Out**' on the top right hand side of the page.