

# Parents' Guide for Booking Appointments

Browse to the school website <http://web.tgsbec.com/>

### 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: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

#### Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005

### Select a parents' evening to add appointments:

**Parents' Evening**

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.

Date: 24/01/2013 | Time: 16:00 - 20:30

### Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

English:  Mr J Atkinson  
 French:  Mr A Gray  
 Geography:  Mr A Pinkney  
 History:  Mr K Jacobs  
 Mathematics:  Mrs L Vernon  
 Physical Ed:  Mrs E Pitan  
 Science:  Ms J Estaphan

### 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	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	Busy	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	Busy	<a href="#">Book</a>	<a href="#">Book</a>

### 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](#) | [Book Appointments for Another Child](#) | [Logout](#)

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Print Appointments

Select Evening: Parents' Evening 24/01/2013

#### Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

Parents' Evening  
This parents' evening is the school via the main for the Main Hall where Parking is available in the  
Date: 24/01/2013

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

Please use your child's 'preferred' forename that matches our records (no abbreviations).  
Date of birth – eg: 26/11/2005

## Step 2: Select Parents' Evening

Click the green tick to select the Parents' Evening you want to make appointments for.

## Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

## Step 4: Book Appointments

Click 'Book' to make your appointments 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.

You can send a message to teachers at this stage if you wish to discuss a particular issue.

## Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

## Step 6: Viewing/Editing/Printing Appointments

Click the 'Appointments' tab to view and print your appointments. Please bring a printout 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.