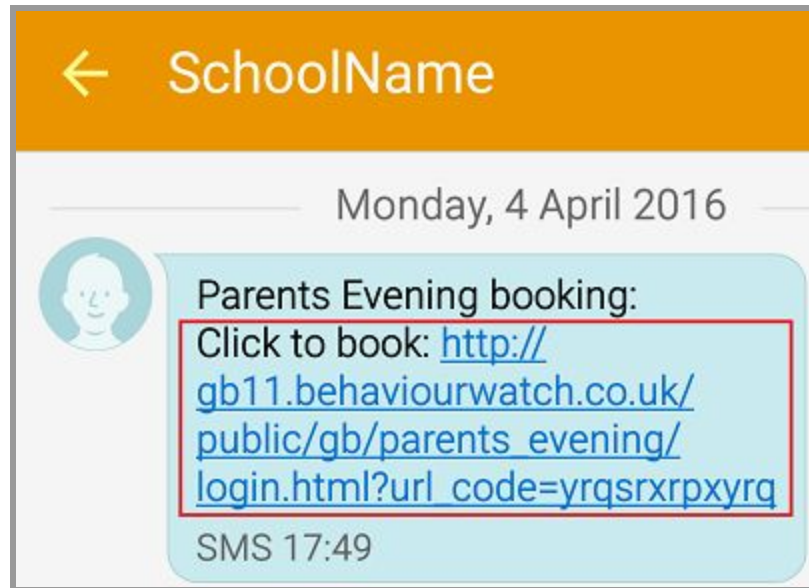# ParentsEvening

User Manual For Parents

Mobile Version

This user manual is to instruct you on the process you need to follow to book your child in for parents evening on your mobile phone.
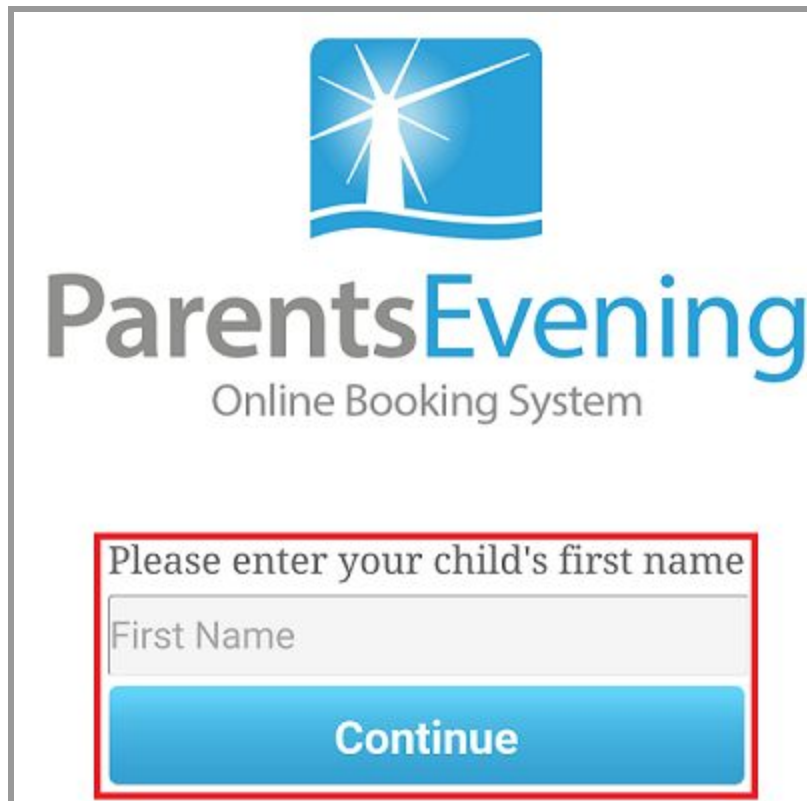
First, you will receive a unique web link via text and/or email as shown in the image below. You cannot reply to this message.

Do not be alarmed by the words 'behaviourwatch' in the web link. It is simply the program your school is using in order to make these appointments available.
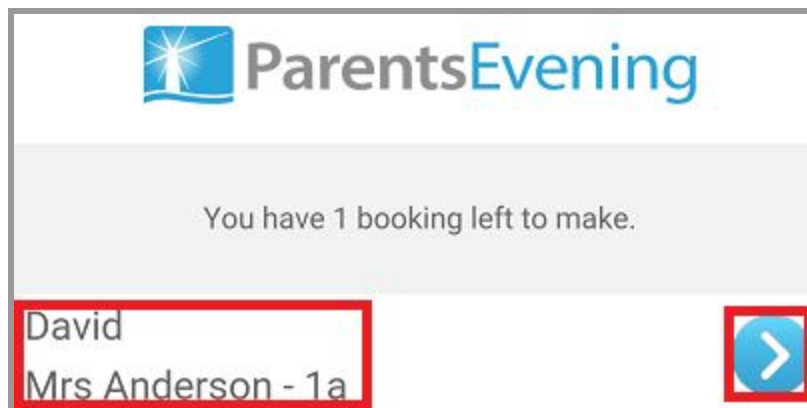
Click the link to open a web page asking for your child's first name. If you have more than one child in the school then you can enter any of their names to start booking all of their appointments. This is the only login information you need.

Enter your child's name and click 'Confirm'.

Once you have entered your child's name, the window will tell you how many slots you have to choose. Beneath this you will see all appointments that you need to book in for with your child's name, teacher's name and their class. Click on the blue arrow to the right of each appointment to start booking.

The next screen shows where you can book to see the teacher with a list of dates and times with a blue arrow beside them. When a slot is 'Unavailable,' it simply means someone else has booked that time. Find the available time and date you want and click on the arrow.
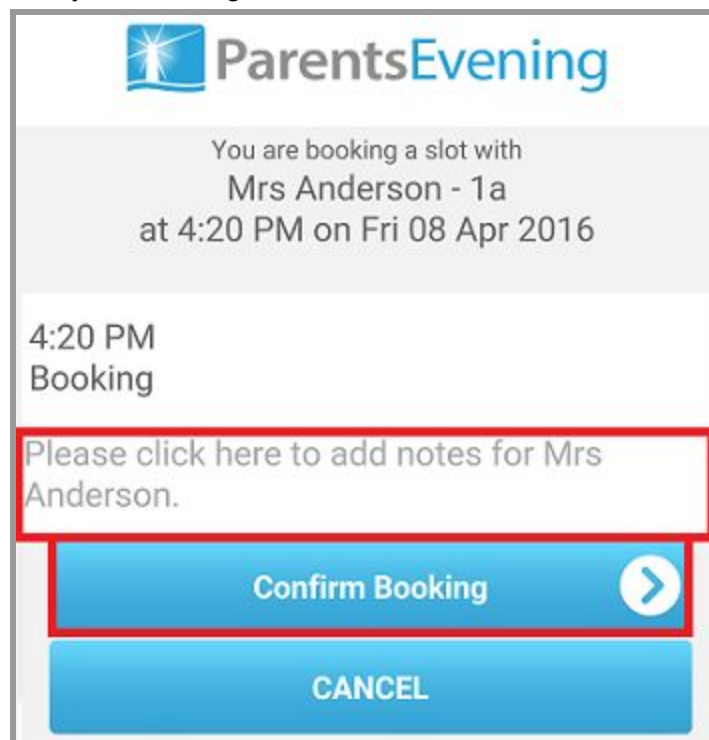
Once you have selected a time you will be able to add some notes. You can type as much as you want in this box and it will be seen by the teacher. You then need to click 'Confirm Booking' to confirm it or 'Cancel' if you wish to go back and select a different time.

Once you have booked your appointments, you will see the selected times and dates in green.

To unbook a slot, you need to click your link again and re-enter your child's name to return to the page with the times and dates you have booked in. Click on the blue arrow on the right of the appointment you wish to change.
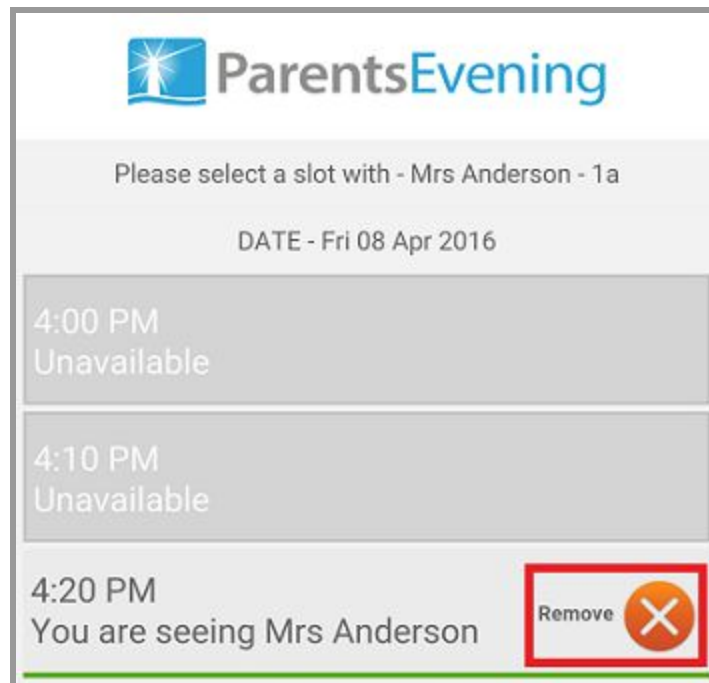
This will take you to the list of dates and times and the appointment you booked previously will have the option to remove it.
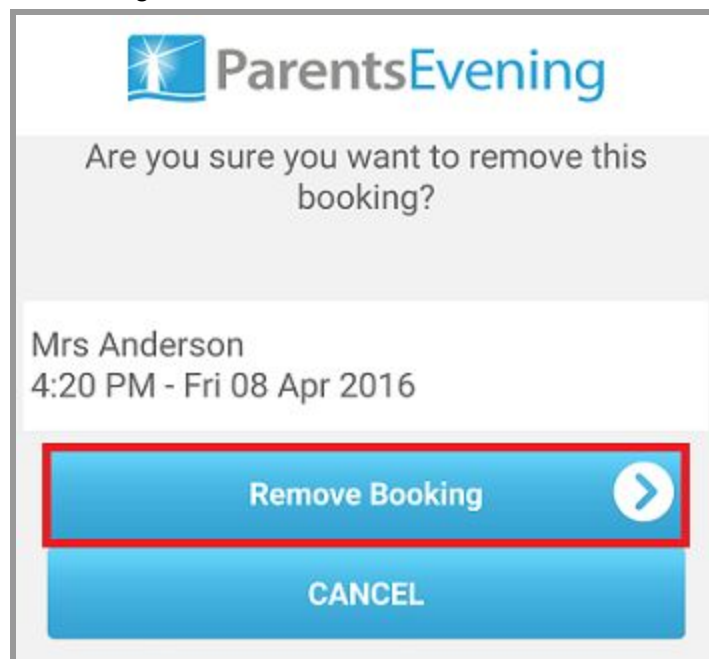
Click 'Remove' to be taken to a page with the option to 'Remove Booking.' Click this to unbook or click 'Cancel' if you want to go back.

Once you have unbooked your slot, follow the steps in this guide to book a new slot.