

# Parents' Guide for Booking Appointments

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

(Screenshot for most login cases)

## 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	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

### Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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 forename.

## 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	>
<a href="#">I'm unable to attend</a>	

## 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 Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

## Choose Teachers

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

Ben

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs D Mumford Mathematics	<input checked="" type="checkbox"/> Mr J Sinclair English	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Andrew

<input checked="" type="checkbox"/> Miss F Burton Mathematics	<input checked="" type="checkbox"/> Dr R McNamara French	<input checked="" type="checkbox"/> Mr J Sinclair English
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[Continue to Book Appointments](#)

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

01:20 Please confirm your appointments within 2 minutes

## 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 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells 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.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand this will allow teachers to prepare.

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.

**Add Appointment** ✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

Green Abbey School

**Year 11 Subject Evening** Thursday, 12th April

This parents' evening is for pupils in year 11. 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.

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr Wheeler	Ben	English	8A
15:15	Mr Wheeler	Andrew	English	8A
15:20	Mr Wheeler	Ben	History	10A
15:25	Miss D Mumford	Andrew	Mathematics	10D
15:30	Miss J Foster	Andrew	Science	9C

### 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*.