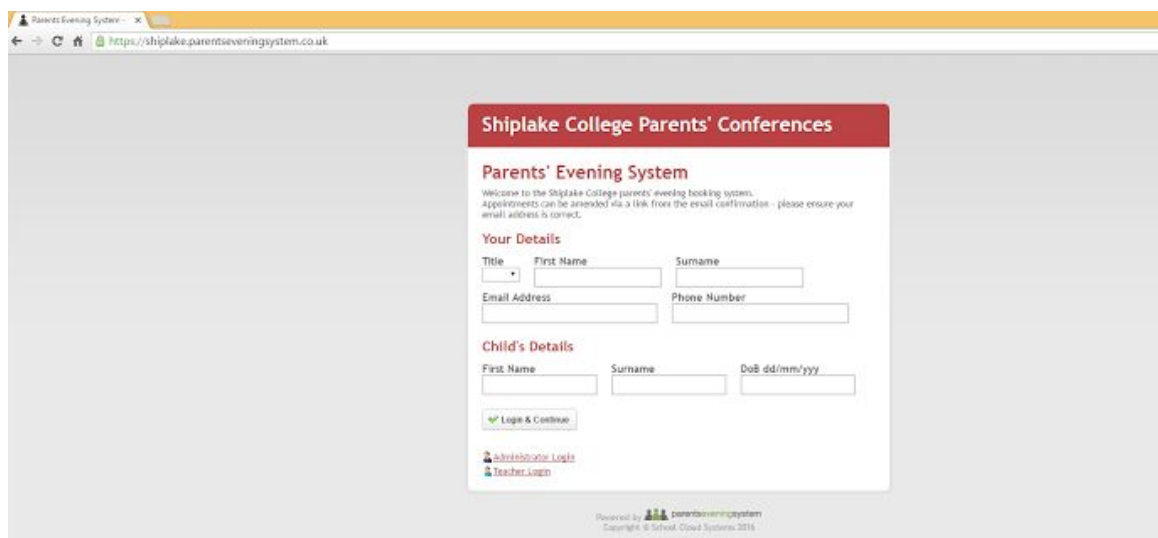


Parents' Conference Booking System

A Parents' Guide

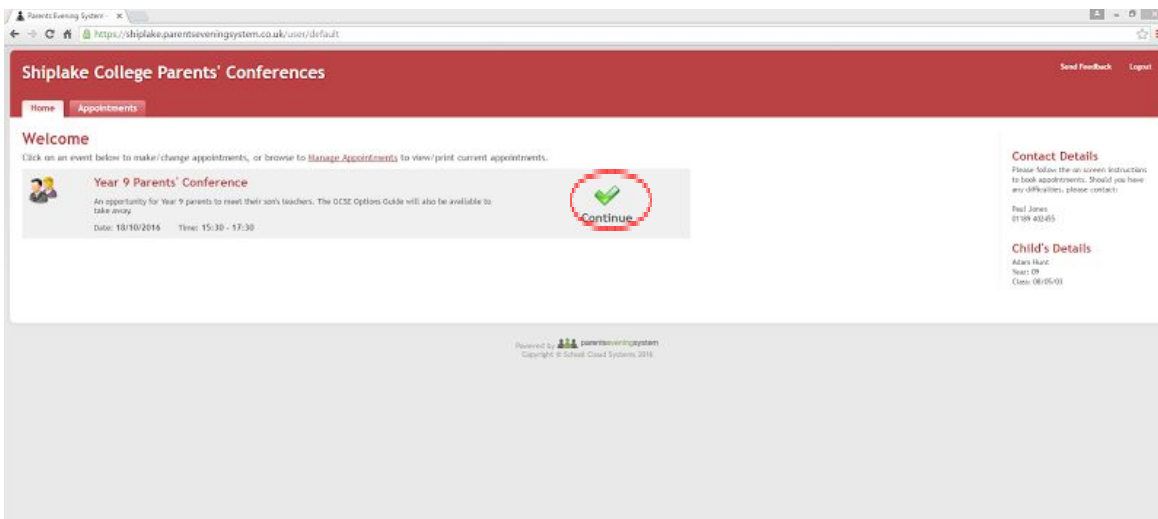
We are trialling a system of online booking for Parents' Conferences. 5-minute appointments can be booked online in advance with schedules produced for both parents and teachers. This will hopefully help with the smooth-running of our Parents' Conferences meaning that parents can speak with a greater number of teachers.

1. Visit www.shiplake.parentseveningsystem.co.uk and enter your details



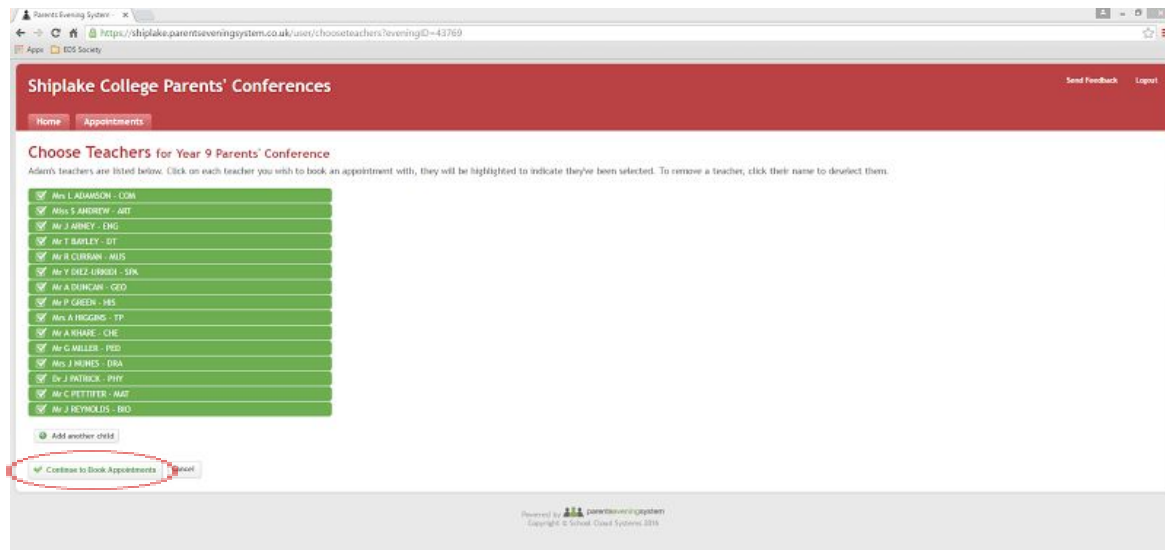
The screenshot shows the login page of the Shiplake College Parents' Conferences system. The page has a red header with the title "Shiplake College Parents' Conferences". Below the header, there is a section titled "Parents' Evening System" with a welcome message. The main form is divided into two sections: "Your Details" and "Child's Details". The "Your Details" section includes fields for Title, First Name, Surname, Email Address, and Phone Number. The "Child's Details" section includes fields for First Name, Surname, and Date of Birth (dd/mm/yyyy). There is a "Login & Continue" button at the bottom of the form. Below the form, there are links for "Admin/Teacher Login" and "Teacher Login". At the bottom of the page, there is a footer that says "Powered by parents-eveningsystem Copyright © School Cloud Systems 2016".

2. Select the Parents' Conference you wish to attend by clicking **Continue**

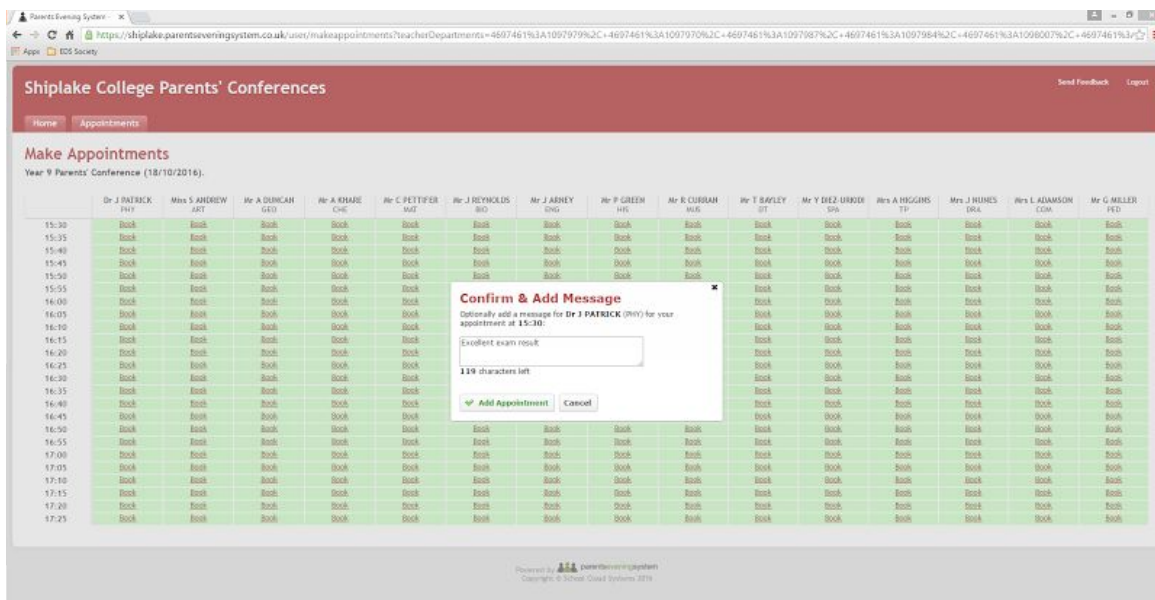


The screenshot shows the appointments page of the Shiplake College Parents' Conferences system. The page has a red header with the title "Shiplake College Parents' Conferences". Below the header, there is a navigation bar with "Home" and "Appointments" links. The main content area is titled "Welcome" and contains a message about making or changing appointments. There is a section for "Year 9 Parents' Conference" with a date of 18/10/2016 and a time of 15:30 - 17:30. A red "Continue" button is highlighted with a green checkmark. To the right of the main content area, there is a "Contact Details" section with the name "Paul Jones" and a phone number "0199 402465". Below that, there is a "Child's Details" section with the name "Adam Hunt", year "Year 09", and class "Class 06(05-0)". At the bottom of the page, there is a footer that says "Powered by parents-eveningsystem Copyright © School Cloud Systems 2016".

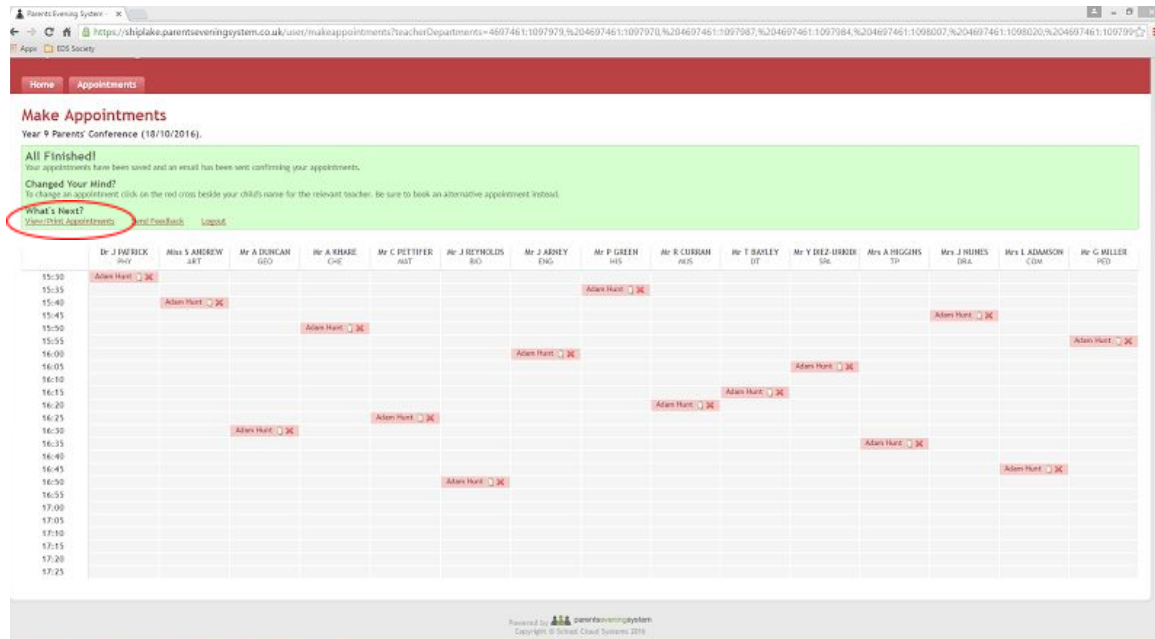
3. Select the teachers you wish to meet with (all are selected by default) and click **Continue to Book Appointments**



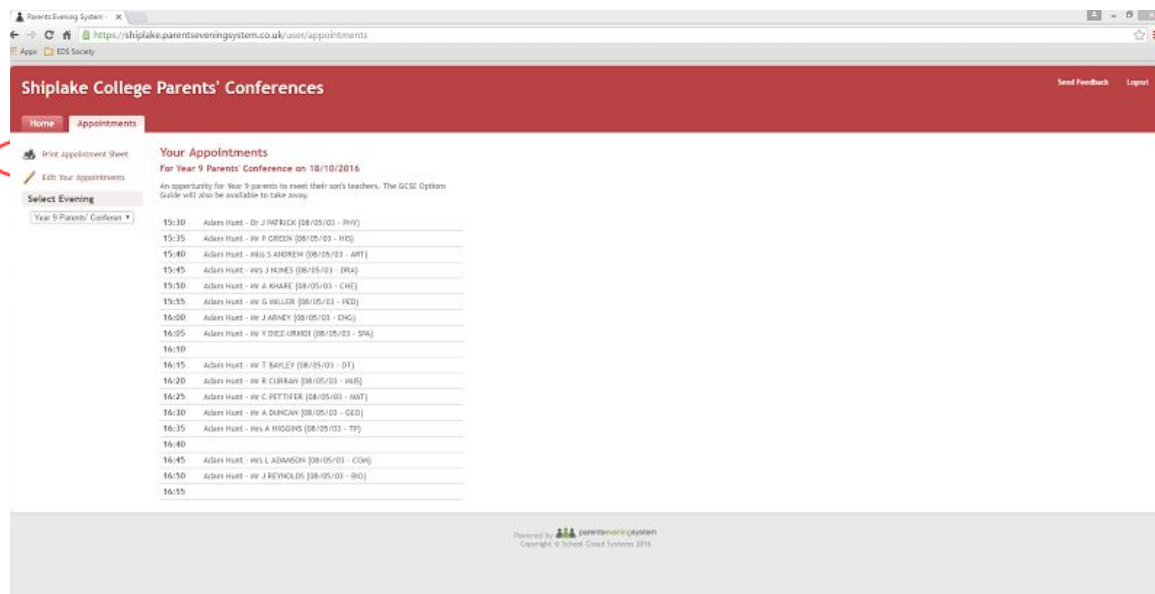
4. Book appointments for each teacher at the times available. Parents also have the option of adding a message for teachers, informing them in advance if there are specific questions they would like to ask



5. Once you have booked all of your appointments, you can view and print your schedule by clicking on **View/Print Appointments**



6. A schedule of Your Appointments will appear and you can print by click on **Print Appointment Sheet**



Once you've finished, you can **Logout**. Appointments can be edited at anytime by going back into the site. The booking system is live until midday on the day of the Parents' Conference.