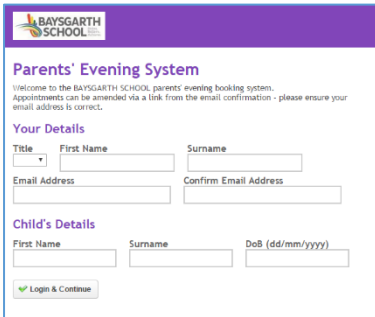


Search: www.baysgarth.parentseveningsystem.co.uk

Step 1: Login

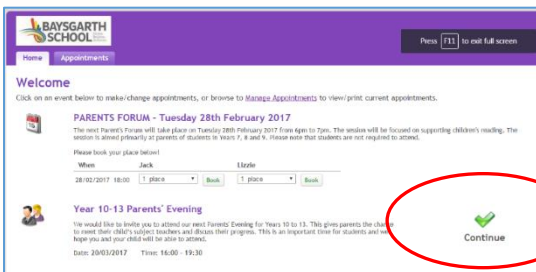
Please fill out all the details on the page. A confirmation email will be sent to you with details of all your appointments.

Please use your child's 'preferred' forename that matches our records, with no abbreviations.



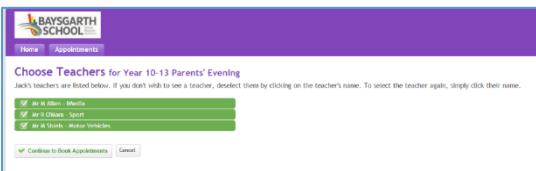
Step 2: Select Parents' Evening

Please click on the green tick to select the Parents' Evening you wish to make appointments for.



Step 3: Choose Teachers

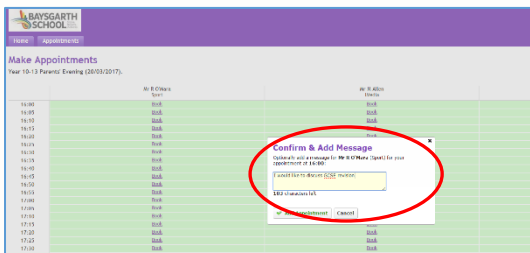
Your child(ren)'s teachers will appear on the screen automatically. Please ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to unselect them. Click 'Continue' to proceed.



Step 4: Book Appointments

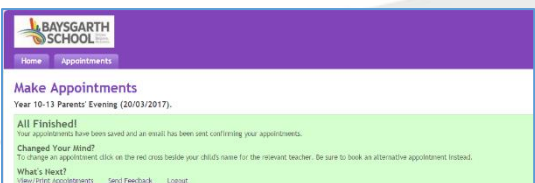
Click 'Book' to make your appointment with the teacher for the time you wish. You can also enter a short note, which will be sent to the teacher to help structure the appointment. This can be repeated for all the teachers you want to see.

After all appointments have been made, click 'Click Here' in the yellow box at the top of the page to send the confirmation email.



Step 5: Finished

A confirmation email will be sent with details of all appointments made. If you would like to comment on the booking system, please click 'Send Feedback' in the top right corner of the page.



Viewing / Editing / Printing Appointments

You can view and print appointments by clicking the 'Appointments' tab.

You can edit appointments booked by clicking 'Add/Edit/Delete'.

