

Parents' Guide for Booking Appointments

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

The screenshot shows the login page for Chase High School's Parents' Evening System. It features a blue header with the school name, followed by the system title and a welcome message. There are two main sections: 'Your Details' and 'Child's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email Address, and Confirm Email Address. The 'Child's Details' section includes fields for First Name, Surname, and DoB (dd/mm/yyyy). At the bottom, there is a 'Login & Continue' button and links for 'Administrator Login' and 'Teacher Login'. A footer contains the text 'Powered by parentseveningsystem Copyright © School Cloud Systems 2016'.

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Then please enter their registration class – e.g. 9R1

Parents' Evening System

Welcome to the Cartside High School 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
Mr <input type="text"/>	John <input type="text"/>	Smith <input type="text"/>
Email Address	Phone Number	
john.smith@gmail.com <input type="text"/>	01254 454871 <input type="text"/>	

Child's Details

First Name	Surname	Registration Class
Sarah <input type="text"/>	Smith <input type="text"/>	7D3 <input type="text"/>

Step 2: Select Parents' Evening

Click the green tick to select the Year 9 Parents' Evening

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: Choose Teachers

From the “Select Department” drop down box, pick the type of teacher you wish to see e.g Maths, English, then select the teacher from the drop down box. Repeat for all the teachers you wish to see.

Click on the Continue button to proceed.

Step 5: Book/Make Appointments

Click ‘Book’ to make your appointment with the teacher for the time you wish. You may enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished booking/making all your appointments, click on “click here” in the yellow box at the top of the page to send the confirmation email.

Step 6: Finished

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

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](#)

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

Viewing/Editing/Printing Appointments

Click the “Appointments” tab to view and print your appointments. Please bring a print out 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.

The screenshot shows a web interface with a blue header containing 'Home' and 'Appointments' tabs. Below the header, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main content area is titled 'Your Appointments' and displays a vertical list of time slots from 16:00 to 17:25. Several slots are highlighted in red, indicating booked appointments: 16:20 (Mr A Pinkney - Geography (H5)), 16:30 (Mr J Atkinson - English (E5)), 16:40 (Mr A Gray - French (L2)), 16:50 (Mr K Jacobs - History (H6)), and 17:00 (Mrs L Vernon - Mathematics (M4)). To the right of the list, there is a 'Parents' Evening' section with a description and a date of 24/01/2013. At the bottom right, there is an 'Add/Edit/Delete' button with a pencil icon.