



## Parents' Guide to Booking an Appointment

Link: <https://cannockchase.parentseveningsystem.co.uk/>

Or via the school website: News & Events: Calendar: Upcoming Events

### 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). Date of birth – eg: 26/11/2005

Click



### 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
Mr <input type="text"/>	John <input type="text"/>	Smith <input type="text"/>
Email Address		Confirm Email Address
john.smith@gmail.com <input type="text"/>		john.smith@gmail.com <input type="text"/>

#### Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah <input type="text"/>	Smith <input type="text"/>	26/11/2005 <input type="text"/>

### Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Click



#### Select a parents' evening to add appointments:



#### Parents' Evening

This parents' evening is for all pupils. 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.



Continue

Date: 24/01/2013 Time: 16:00 - 20:30

At this stage you will also see the options for the talks.

To book the Talks, click the

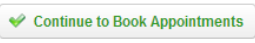
### Year 11 Talks

When booking your talk sessions, please remember to avoid your teacher bookings.

Name	When	
CCHS 6th Form (6th Form Centre)	04/10/2016 16:15	<input type="button" value="Book a place"/>
Careers Beyond 16 (G12)	04/10/2016 16:15	<input type="button" value="Book a place"/>
Careers Beyond 16 (G12)	04/10/2016 16:30	<input type="button" value="Book a place"/>
CCHS 6th Form (6th Form Centre)	04/10/2016 16:30	<input type="button" value="Book a place"/>
How To Get The Grades ... (G12)	04/10/2016 17:00	<input type="button" value="Book a place"/>
New GCSEs 9-1 (6th Form Centre)	04/10/2016 17:00	<input type="button" value="Book a place"/>
New GCSEs 9-1 (6th Form Centre)	04/10/2016 17:15	<input type="button" value="Book a place"/>
How To Get The Grades ... (G12)	04/10/2016 17:15	<input type="button" value="Book a place"/>

### Step 3: Choose Teachers

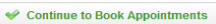

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on  to proceed.

### Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the teacher's name. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for your child.

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R McNamara - French
<input checked="" type="checkbox"/>	Dr R McNamara - German
<input type="checkbox"/>	Dr S Mlndad - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

### Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see. If you book appointments with ALL the available teachers for your child see Step 5 below.

However, if you do not wish to book appointments with some teachers click on [click here](#) in the yellow box at the top of the page to send the confirmation email of the appointments you have made so far.

### Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
	No Appointment	No Appointment	No Appointment	No Appointment
16:00	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>

### Step 5: Finished

After you have finished booking all your appointments, you will automatically be sent a confirmation e-mail.

Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

### 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 to save your changes.

#### What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

### Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. 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.

[Home](#) [Appointments](#)

 [Print Appointments](#)

[Select Evening](#)  
Parents' Evening  
24/01/2013

### Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)

### Parents' Evening

This parents' evening is for the Main Hall where Parking is available in the Main Hall.

Date: 24/01/2013

[Add/Edit/Delete](#)