

CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Parents' Guide to Booking an Appointment

Link: <u>https://cannockchase.parentseveningsystem.co.uk/</u> 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 sent to the e-mail address you provide.

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

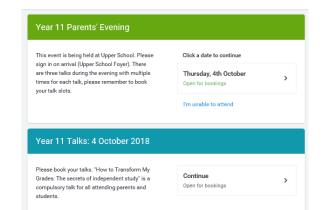
Click	Log In
Cher	

Cannock Chase High School Parents' Evening System Welcome to the Cannock Chase High School pa ents' even ing booking systen Appointments can be amended via a link from the email confirmation - please en Your Details Title First Name Surname Mr ✓ John Smith Email Confirm Email john.smith@yamail.com johm.smith@yamail.com Student's Details First Name Surname Date of Birth 1 🗸 January 🗸 2005 🗸 Smith

Step 2: Select Parents' Evening

Click on the date you wish to book. You will also see the options for the talks.

Unable to make all of the dates listed? Click *I'm unable to attend*.



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 are 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.

ele	t 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
С	Manual
	Choose the time you would like to see each teacher

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.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

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).

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify 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 popup box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

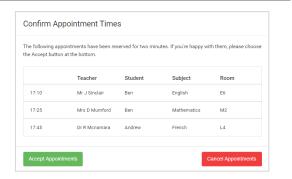
Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

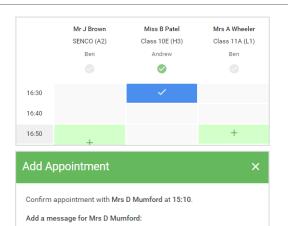
Step 6: Finished

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.







I'd like to discuss Ben's homework.

ft.	Year 11 Subject Evening 6 apportments from 15/22 to 15/25						
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nej teochings	This prevents' exercing to fair papels in year 11. Please write the solution was exercise and follow to agree for the Main that observ this exercise in being prices. Particip is working in working in working in the main which are participated as the source of the main which are participated as the source of the source of the main which are participated as the source of the source of the main which are participated as the source of						
		Teacher	Student	Subject	Room		
	15.00	Mr. / Brown	Den .	SENCO	42		
	19:10	M Used or	800	ergish	89		
	15:15	Mr.J.Sincher	Andrea	English	16		
	15:20	MLK Jocobs	Bon	History	нь		
Sectimetrat	15.25	Mooff Burley	Andrea	Mehemotica	ы		
	13:39	MICCU FOOTO	And the	818960	80		