Parents' Guide for Booking Appointments Browse to https://tbsg.parentseveningsystem.co.uk/

Parents Evening Syst Melone to te Bits/Adood offer Inkinen the mail confermation ple	em ngzhou parenti' ever ane enure pou ema	ring booking system. Appointments can be amended via a d autores is somest.
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Envil		Confirm Dual

Step 1: Login

Please fill out all the details on the page using the logon code included in your letter. You will also need to enter your child's date of birth. A confirmation of your appointments will be emailed to the e-mail address that you provide.

Year 7 & 10 Parent Teacher Conference

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Step 2: Select Parents' Evening
Click the date to select the parent-teacher
                                                                       The system will be accepting appointments
                                                                                                          Click a date to continue
consultation you want to make appointments for.
                                                                      between 10th April and 16th April.
                                                                      Should you require any assistance please mail
                                                                                                          Wednesday, 17th April
If you are unable to attend for any reason, select
                                                                                                                                      >
                                                                      natasha.widy@bsg.org.on
                                                                                                          Open for bookings
"I'm unable to attend"
                                                                                                          I'm unable to attend
                                                                        Step 3: Choose Teachers
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Your children'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 the "Continue to Book Appointments" button to proceed.



Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue boxes signify where you already have an appointment. Grey boxes are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking Delete. Then choose an alternate time.

After you have finished booking all your appointments, click on "click here" in the blue box at the top of the page to save your appointments and send the confirmation email.

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Step 5: Finished

You will receive an email confirmation of your appointments.

Please print this out and bring it with you to the evening.

You can also view and print your appointments online by clicking the "My Bookings" tab on the left of the screen