

# Parents' Guide for Booking Appointments

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



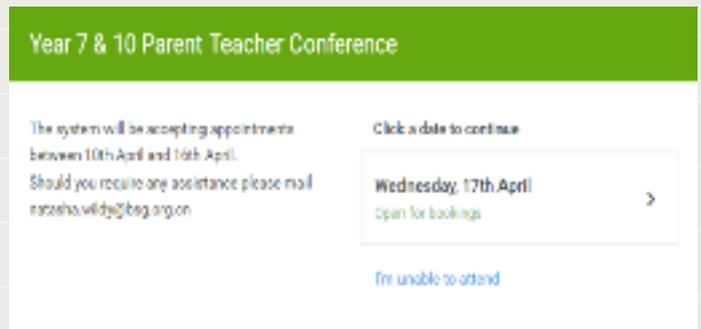
## Step 1: Login

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.

## Step 2: Select Parents' Evening

Click the **date** to select the parent-teacher consultation you want to make appointments for.

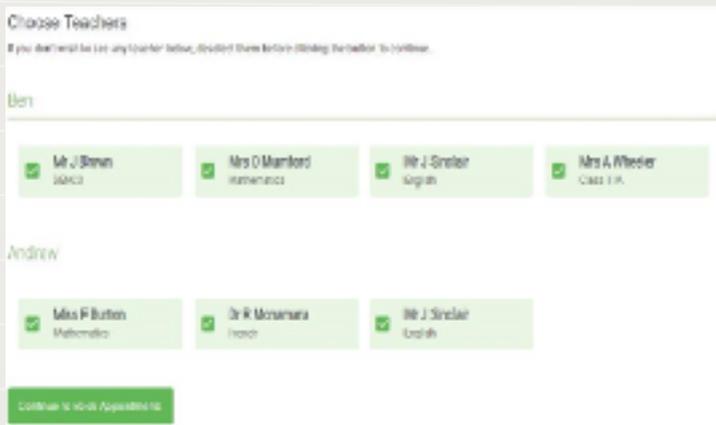
If you are unable to attend for any reason, select **"I'm unable to attend"**



## Step 3: Choose Teachers

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.

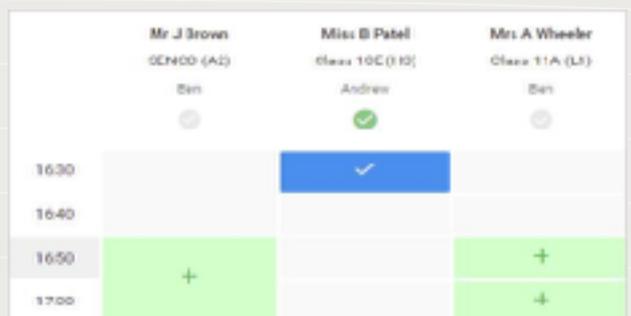


## Step 4: Book Appointments

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.



## 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



Teacher	Student	Subject	Date
Mr J Brown	Ben	Maths	17/04
Mr J Brown	Ben	Maths	17/04
Mr J Brown	Ben	Maths	17/04
Mr J Brown	Ben	Maths	17/04
Mr J Brown	Ben	Maths	17/04