

Parents' Guide for Booking Appointments

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

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
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

[Log In](#)

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's legal forename.

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings >
- Friday, 17th March
Open for bookings >

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Fatima

Ms S SALEH
SS

[Continue to Book Appointments](#)

Step 3: Choose Teachers

Select the teacher you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 5 (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.

Ms S SALEH 5S Fatima	
15:45	Book
15:52	+
15:59	+
16:06	+
16:13	+
16:20	+
16:27	+
16:34	+

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 pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Add Appointment ✕

Confirm appointment with Ms S SALEH at 15:45.

Add a message for Ms S SALEH:

Save

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.

Finished - Appointments Saved

✔ Your appointments have been saved and an email will be sent confirming your appointments.

[Click here to view/print your appointments.](#)

Ms S SALEH 5S Fatima	
15:45	✔
15:52	
15:59	
16:06	
16:13	
16:20	
16:27	
16:34	

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*.

✔ Your appointments have been saved and an email will be sent confirming your appointments.

Parents' Evening Wednesday, December 13th

1 appointment from 3:45pm to 3:52pm

Print Amend Bookings

This parents' evening is for Reception to Year 6. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place.

	Teacher	Student	Subject
3:45pm	Ms S SALEH	Fatima	5S