

Parents' Guide for Booking Appointments

Browse to <https://howden.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: Mr | First Name: John | Surname: Smith
Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | DoB: dd/mm/yyyy: 26/11/2005

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

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.

Date: 24/01/2015 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

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

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary. Click the red cross icon to add or remove.

<input checked="" type="checkbox"/>	English	Mr J Atkinson
<input checked="" type="checkbox"/>	French	Mr J Gray
<input checked="" type="checkbox"/>	Geography	Mr J Atkinson
<input checked="" type="checkbox"/>	History	Mr J Atkinson
<input checked="" type="checkbox"/>	Mathematics	Ms J Dixon
<input checked="" type="checkbox"/>	Physical ED	Mr C Pinner
<input checked="" type="checkbox"/>	Science	Mr J Atkinson

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Please add time to a minimum five minute appointment of 15 mins. This is to ensure you arrive at your school appointment on time.

	Mr J Atkinson English (1)	Mr J Gray French (1)	Mr J Atkinson Geography (1)	Mr J Atkinson History (1)	Ms J Dixon Mathematics (1)
16:00	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message
Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:

83 characters left

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

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. Or click here.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for another Child](#) [Logout](#)

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

Select Evening	Time	Teacher
Parents Evening 24/01/2015	16:00	Mr J Atkinson - Geography (1)
	16:05	Mr J Atkinson - English (1)
	16:10	Mr J Atkinson - French (1)
	16:15	Mr J Atkinson - History (1)
	16:20	Ms J Dixon - Mathematics (1)
	16:25	Mr C Pinner - Physical ED
	16:30	Mr J Atkinson - English (1)
	16:35	Mr J Atkinson - French (1)
	16:40	Mr J Atkinson - History (1)
	16:45	Ms J Dixon - Mathematics (1)
	16:50	Mr C Pinner - Physical ED
	16:55	Mr J Atkinson - English (1)
	17:00	Mr J Atkinson - French (1)
	17:05	Mr J Atkinson - History (1)
	17:10	Ms J Dixon - Mathematics (1)
	17:15	Mr C Pinner - Physical ED
	17:20	Mr J Atkinson - English (1)

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. 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.