



3<sup>rd</sup> December 2018

Dear Parent/Guardian

### **Year 13 Parents' Evening**

I would like to invite you and your son/daughter to attend our Year 13 Parents' Evening on Tuesday 18<sup>th</sup> December between 4.40pm – 7.30pm. This is an important event as it provides you with an opportunity to meet with your son/daughters subject teachers and discuss their progress following on from the recent mock exams.

In order to book appointments with your son/daughter's subject teachers, please use our online booking system by going to the following website: <https://creweutc.parentseveningsystem.co.uk/> - a guide on how to use the website follows on the reverse of this letter. The booking system will close at 11.55pm on the 17<sup>th</sup> December. Each time slot will last up to 10 minutes. If you experience any difficulties booking an appointment please contact reception for assistance.

The latest data capture will be issued via the Parent App prior to the evening and a paper copy will be available on the evening.

We look forward to meeting you on the evening.

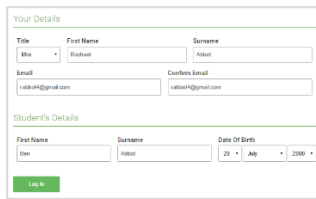
Yours sincerely



Mr. P. Osborn  
Assistant Principal – Data and Assessment

# Parents' Guide for Booking Appointments

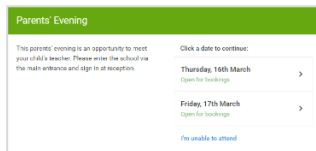
Browse to <https://creweutc.parentseveningsystem.co.uk/>



## Step 1: Login

Fill out the details on the page then click the *Log In* button.

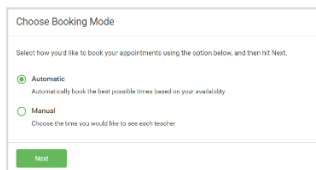
A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

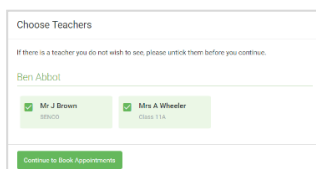
Unable to make all of the dates listed? Click *I'm unable to attend*.



## 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're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

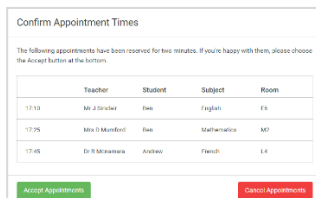
We recommend choosing the automatic booking mode when browsing on a mobile device.



## 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.

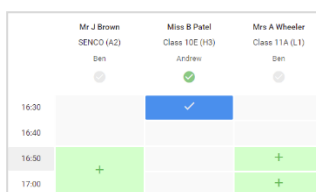


Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	See	English	F6
17:25	Mrs D Mansfield	See	Mathematics	M5
17:45	Dr B Misra/Sena	Andrew	French	L4

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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.

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

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.