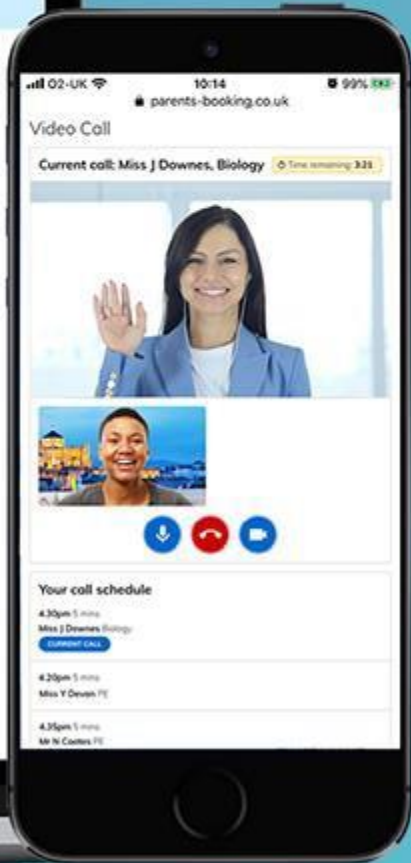




# Parents Booking



- How do I login?
- Dashboard
- Suggest Bookings for Me
- Make Bookings for Myself
- Joining Video Meetings
- Sharing Your Video Meetings with Others


# How do I login?




1. The school will have sent you a website address to login with.
2. Next, login by completing the requested fields

A screenshot of the Parents Booking login page. The page is split into two main sections: a white sidebar on the left and a blue main area on the right. The sidebar contains the school's logo, name 'Blueberry Example School', contact details, and an illustration of a person at a calendar. The main area has the 'Parents Booking' header, a login section with 'mygovscot' and 'firefly' buttons, and a student details section with input fields for first name, surname, and date of birth. A 'Login' button is at the bottom of the main area. The footer includes the 'netmedia' logo, copyright information, and links to 'Terms & Policies' and 'Privacy Policy'.

School Messages Select language ▼



 **Blueberry Example School**  
School contact details: School Office  
Phone: 01566 674 895  
Email: info@blueberryschool.co.uk



**Parents Booking**

Parents/Carers Login Here:

Login with

OR

Fields marked with \* are mandatory.

\* First Name \* Surname

E-Mail

Your email address is used to receive booking confirmations.

Enter Student Details Here:


\* First Name

\* Surname

Date of Birth\*

▼ ▼ ▼

Login

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After logging in you will be shown any parents' evenings, events or clubs that are bookable.

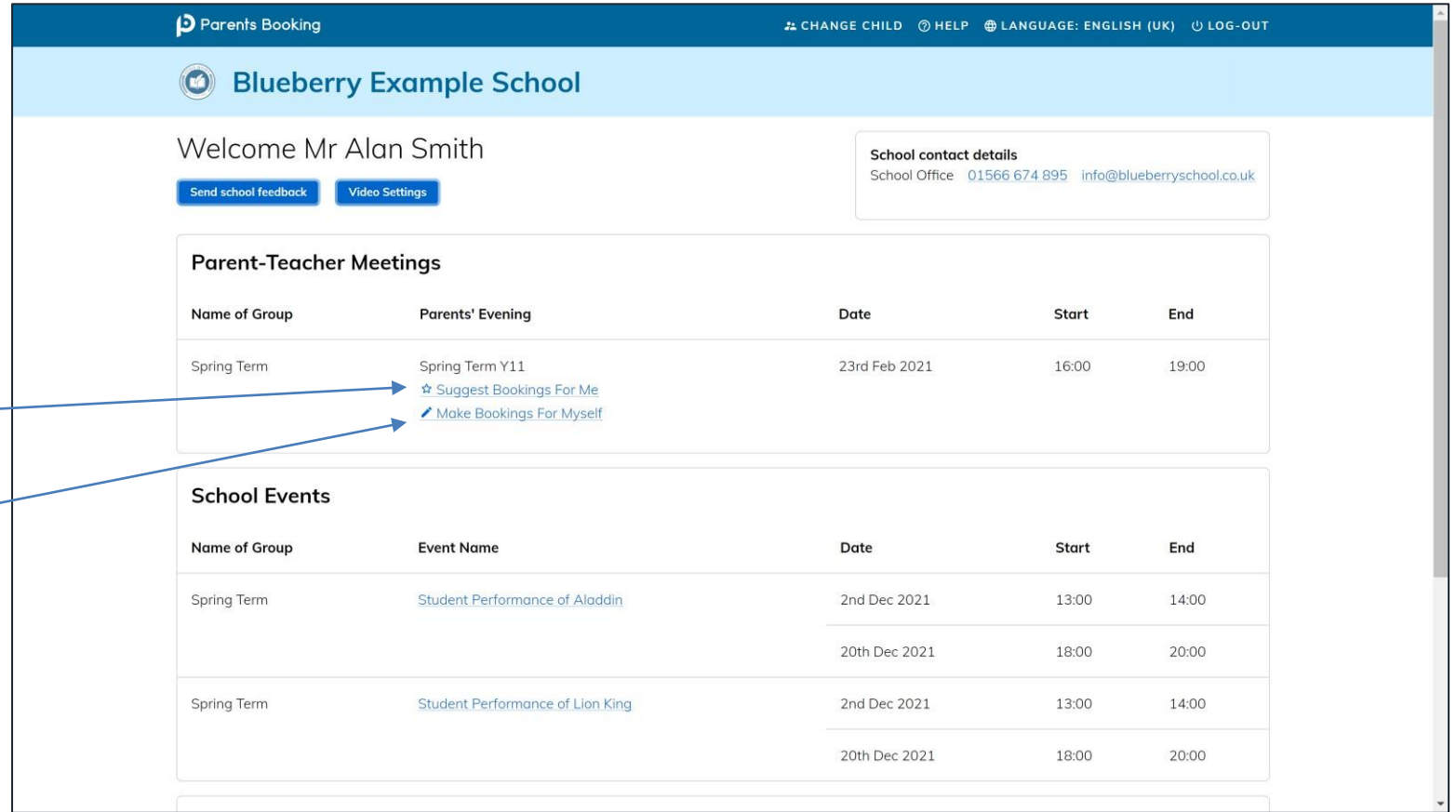
You now (usually) have the choice of two tools for making parents' evening appointments:

**Suggest Bookings for Me**

or

**Make Bookings for Myself**

The instructions for both of these options are shown on the next few slides..



**Parents Booking** CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) LOG-OUT

**Blueberry Example School**

Welcome Mr Alan Smith

[Send school feedback](#) [Video Settings](#)

**School contact details**  
School Office 01566 674 895 info@blueberryschool.co.uk

**Parent-Teacher Meetings**

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11 <a href="#">☆ Suggest Bookings For Me</a> <a href="#">✎ Make Bookings For Myself</a>	23rd Feb 2021	16:00	19:00

**School Events**

Name of Group	Event Name	Date	Start	End
Spring Term	<a href="#">Student Performance of Aladdin</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	<a href="#">Student Performance of Lion King</a>	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00

# Suggest Bookings for Me



Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.

The screenshot shows the 'Suggest bookings for me' interface for 'Blueberry Example School'. At the top, there's a header with the school name and navigation links: 'Return to Dashboard', 'CHANGE CHILD', 'HELP', and 'LANGUAGE: ENGLISH (UK)'. Below the header, the title 'Suggest bookings for me' is displayed, followed by a note: 'Teachers have requested meetings with you.' A list of teachers is shown, with 'Calum Smith' and 'Tasha Smith' highlighted. Below this, a section titled 'Select all available teachers' displays a grid of teacher cards. Each card shows the teacher's name, subject, and '36 slots left at 5 minutes each'. The teachers listed are: Miss Neill (Geography), Mr Forwood (Science), Mr Holmes (PE), Mr Mackenzie (English), Mr Taylor (History), Mrs Hall (Physics), and Mrs Ross (Accountancy). At the bottom, there's a section 'When are you able to attend?' with a date picker set to 'Tuesday 23 Feb 2021' and time slots for 'Arrive' (16:00) and 'Depart' (19:00). A checkbox for 'Allow other parents and carers of this student to join video calls?' is also present. A 'Make my bookings for me' button is at the bottom.

The screenshot shows the 'Confirm suggested bookings' interface for 'Blueberry Example School'. The header is identical to the previous screen. Below the header, the title 'Confirm suggested bookings' is displayed, followed by a yellow banner with a timer icon and the text '4:55 Please confirm these bookings within 295 seconds.' Below the banner, there are three buttons: 'Confirm bookings', 'Edit bookings', and 'Cancel bookings'. The main content area shows a list of suggested bookings for 'Tasha Smith' and 'Calum Smith'. Each booking card is labeled 'UNCONFIRMED' and shows the teacher's name, subject, date, time, and 'Add Comment' and 'Edit Booking' buttons. The bookings for Tasha Smith are: Miss Care (Business Management), Miss Neill (Geography), Mr Holmes (PE), and Mr James-Watling (Maths). The bookings for Calum Smith are: Miss Neill (Geography), Mr Forwood (Science), Mr Holmes (PE), Mr Taylor (History), and Mrs Hall (Physics).

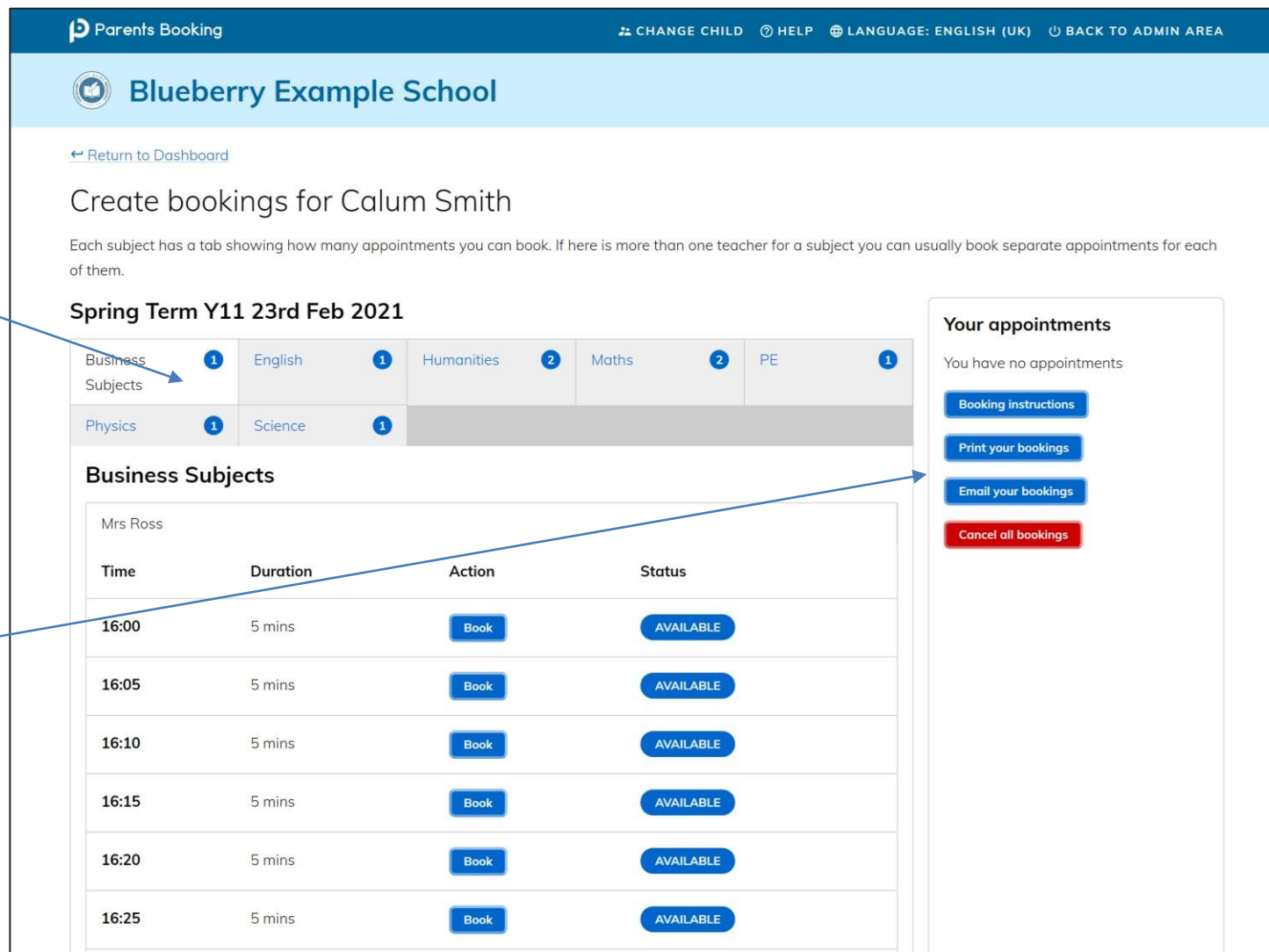
# Make Bookings for Myself

To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) BACK TO ADMIN AREA

Blueberry Example School

[Return to Dashboard](#)

### Create bookings for Calum Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

**Spring Term Y11 23rd Feb 2021**

Business Subjects	1	English	1	Humanities	2	Maths	2	PE	1
Physics	1	Science	1						

#### Business Subjects

Mrs Ross

Time	Duration	Action	Status
16:00	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:05	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:10	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:15	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:20	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:25	5 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>

#### Your appointments

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)



# Joining Video Meetings

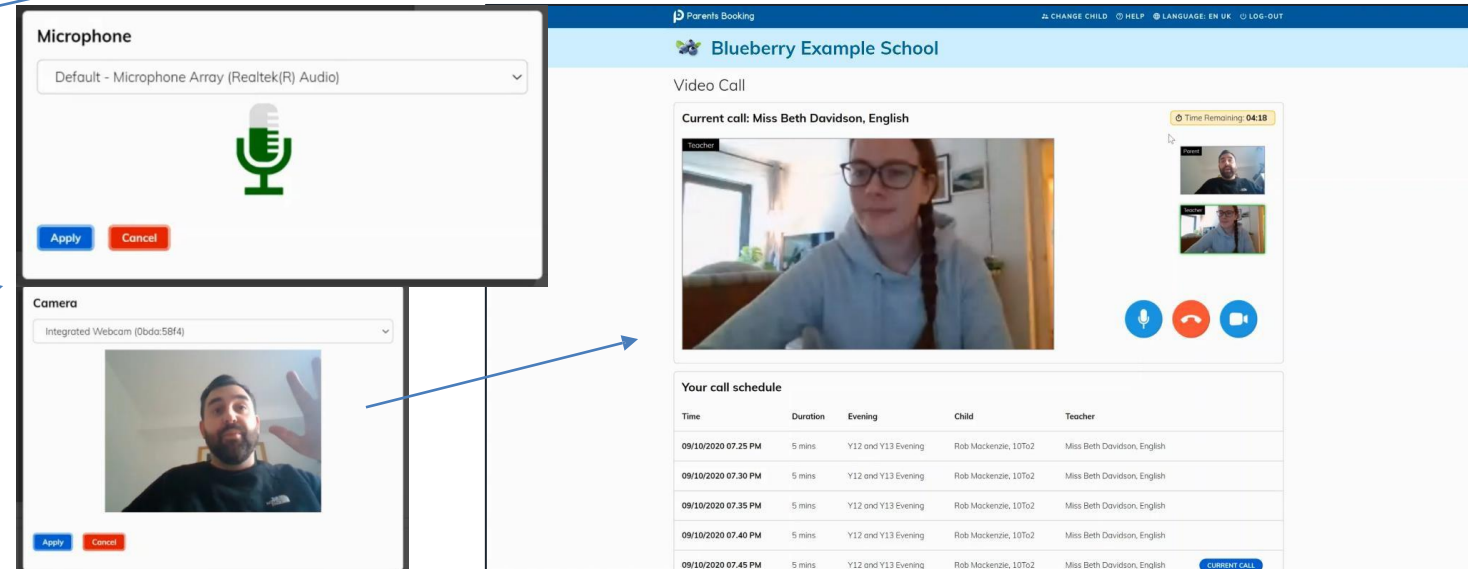
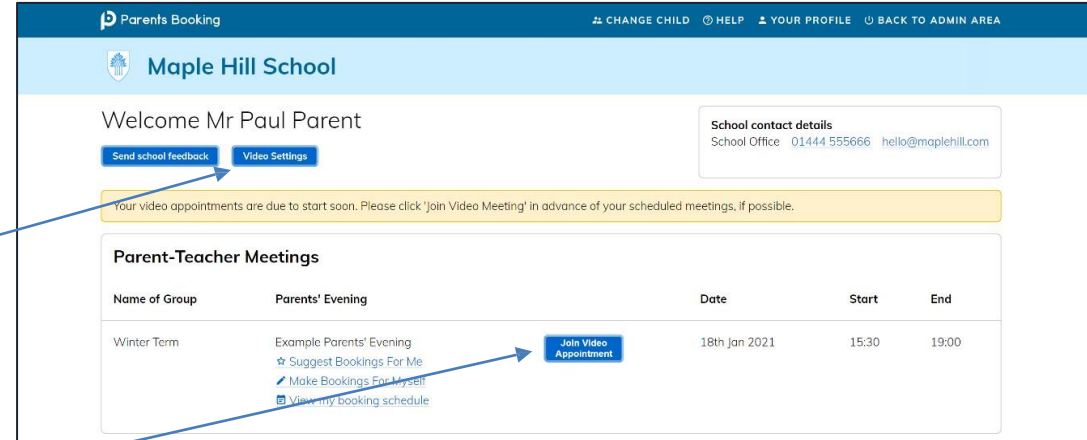


On the day of the parents' evening, a blue “Join Video Appointment” button will show up **10-15mins before your first appointment**, after you login.

Any time in advance of your video meeting you can test your internet browser, web cam, microphone and internet connection's compatibility by clicking 'Video Settings'.

When you are ready to join your video meetings, click 'Join Video Appointments'. You will enter a video meeting room, and will await your first appointment starting.

When your first appointment is due to begin, you will need to authorize use of your microphone and web cam, and then your meeting will start at the scheduled time. If you have issues, [click here](#).



## Video Call

Current call: Miss Beth Davidson, English



## Your call schedule

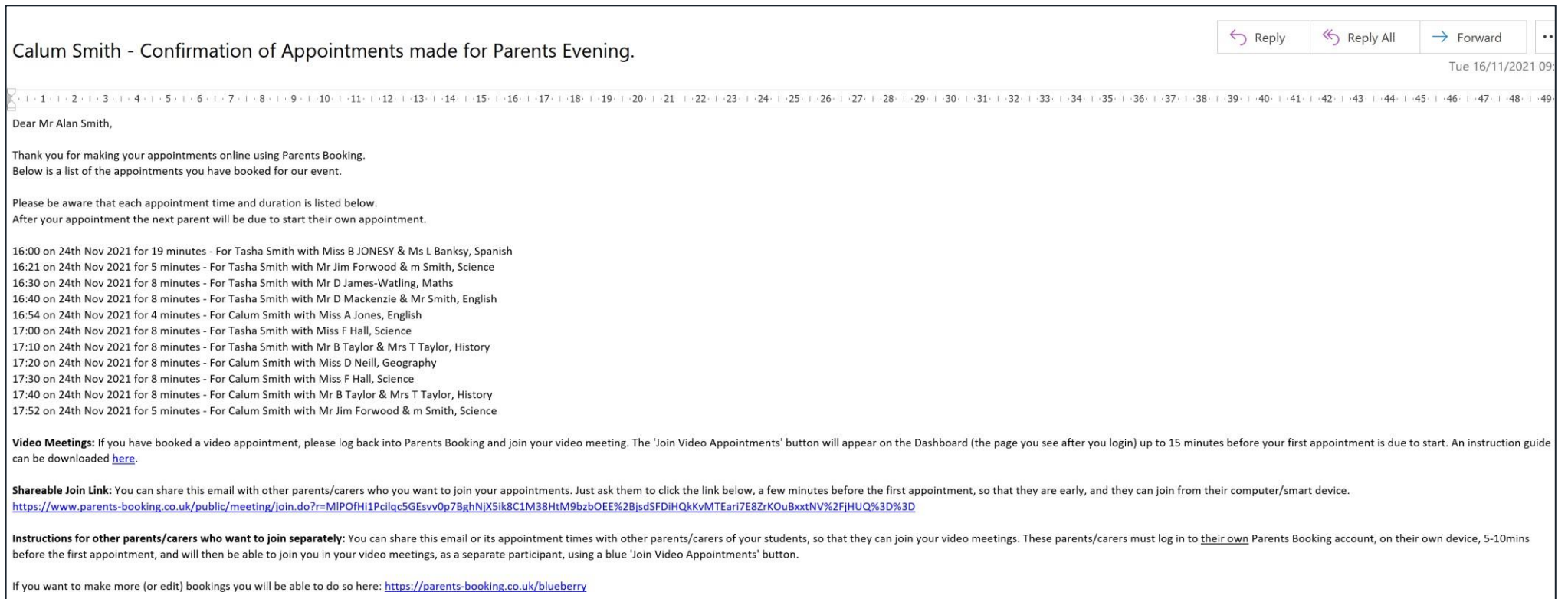
Time	Duration	Evening	Child	Teacher
09/10/2020 07:25 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10762	Miss Beth Davidson, English
09/10/2020 07:30 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10762	Miss Beth Davidson, English
09/10/2020 07:35 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10762	Miss Beth Davidson, English
09/10/2020 07:40 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10762	Miss Beth Davidson, English
09/10/2020 07:45 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10762	Miss Beth Davidson, English

# Sharing Your Video Meetings



You can invite another family member (or even an external contact such as your own BSL translator or similar) to be able to join your video meetings.

Simple share the “shareable link” in the bottom of your email confirmation with them. It might even be easier just forwarding your email to them, to click on the link and be able to see the appointment times.



The screenshot shows an email titled "Calum Smith - Confirmation of Appointments made for Parents Evening." The email body contains a list of appointments for November 24th, 2021, with times and durations. A blue arrow points from the "Shareable Join Link" section to the "Instructions for other parents/carers who want to join separately" section. The email also includes a "Video Meetings" section and a "Shareable Join Link" section with a URL.

Calum Smith - Confirmation of Appointments made for Parents Evening.

Tue 16/11/2021 09:...

Dear Mr Alan Smith,

Thank you for making your appointments online using Parents Booking.  
Below is a list of the appointments you have booked for our event.

Please be aware that each appointment time and duration is listed below.  
After your appointment the next parent will be due to start their own appointment.

16:00 on 24th Nov 2021 for 19 minutes - For Tasha Smith with Miss B JONESY & Ms L Banksy, Spanish  
16:21 on 24th Nov 2021 for 5 minutes - For Tasha Smith with Mr Jim Forwood & m Smith, Science  
16:30 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr D James-Watling, Maths  
16:40 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr D Mackenzie & Mr Smith, English  
16:54 on 24th Nov 2021 for 4 minutes - For Calum Smith with Miss A Jones, English  
17:00 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Miss F Hall, Science  
17:10 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr B Taylor & Mrs T Taylor, History  
17:20 on 24th Nov 2021 for 8 minutes - For Calum Smith with Miss D Neill, Geography  
17:30 on 24th Nov 2021 for 8 minutes - For Calum Smith with Miss F Hall, Science  
17:40 on 24th Nov 2021 for 8 minutes - For Calum Smith with Mr B Taylor & Mrs T Taylor, History  
17:52 on 24th Nov 2021 for 5 minutes - For Calum Smith with Mr Jim Forwood & m Smith, Science

**Video Meetings:** If you have booked a video appointment, please log back into Parents Booking and join your video meeting. The 'Join Video Appointments' button will appear on the Dashboard (the page you see after you login) up to 15 minutes before your first appointment is due to start. An instruction guide can be downloaded [here](#).

**Shareable Join Link:** You can share this email with other parents/carers who you want to join your appointments. Just ask them to click the link below, a few minutes before the first appointment, so that they are early, and they can join from their computer/smart device.  
<https://www.parents-booking.co.uk/public/meeting/join.do?r=MlPOFHI1Pcllqc5GEsvvOp7BghNIX5ik8C1M38HtM9bzboEE%2BisdSFDIHQkVMTeari7E8ZrKOUbXxtNV%2FJHUQ%3D%3D>

**Instructions for other parents/carers who want to join separately:** You can share this email or its appointment times with other parents/carers of your students, so that they can join your video meetings. These parents/carers must log in to their own Parents Booking account, on their own device, 5-10mins before the first appointment, and will then be able to join you in your video meetings, as a separate participant, using a blue 'Join Video Appointments' button.

If you want to make more (or edit) bookings you will be able to do so here: <https://parents-booking.co.uk/blueberry>