Guide for Booking Appointments

Go to https://torquaygirlsgrammar.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.

Enter your unique login code shared by the School.



Step 2: Select Parents' Evening

Click on the date you wish to book.

If you are unable to attend, 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.

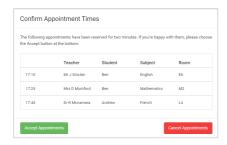


Step 4: Choose Teachers

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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

You may book other teachers not listed on the screen by clicking *Add a Teacher*.



Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments (which are held for 2 minutes). To keep them, choose *Accept* at the bottom left.

If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet 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.

Please leave a message for the teacher to say what you would like to discuss during your appointment.

Once you are finished booking all of your appointments, press *click here* at the top of the page in the alert box, to finish the booking process.



Step 6: Finished

You are now on the My Bookings page and all of your bookings are below. An email confirmation has been sent and you can also print appointments from this page 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*.