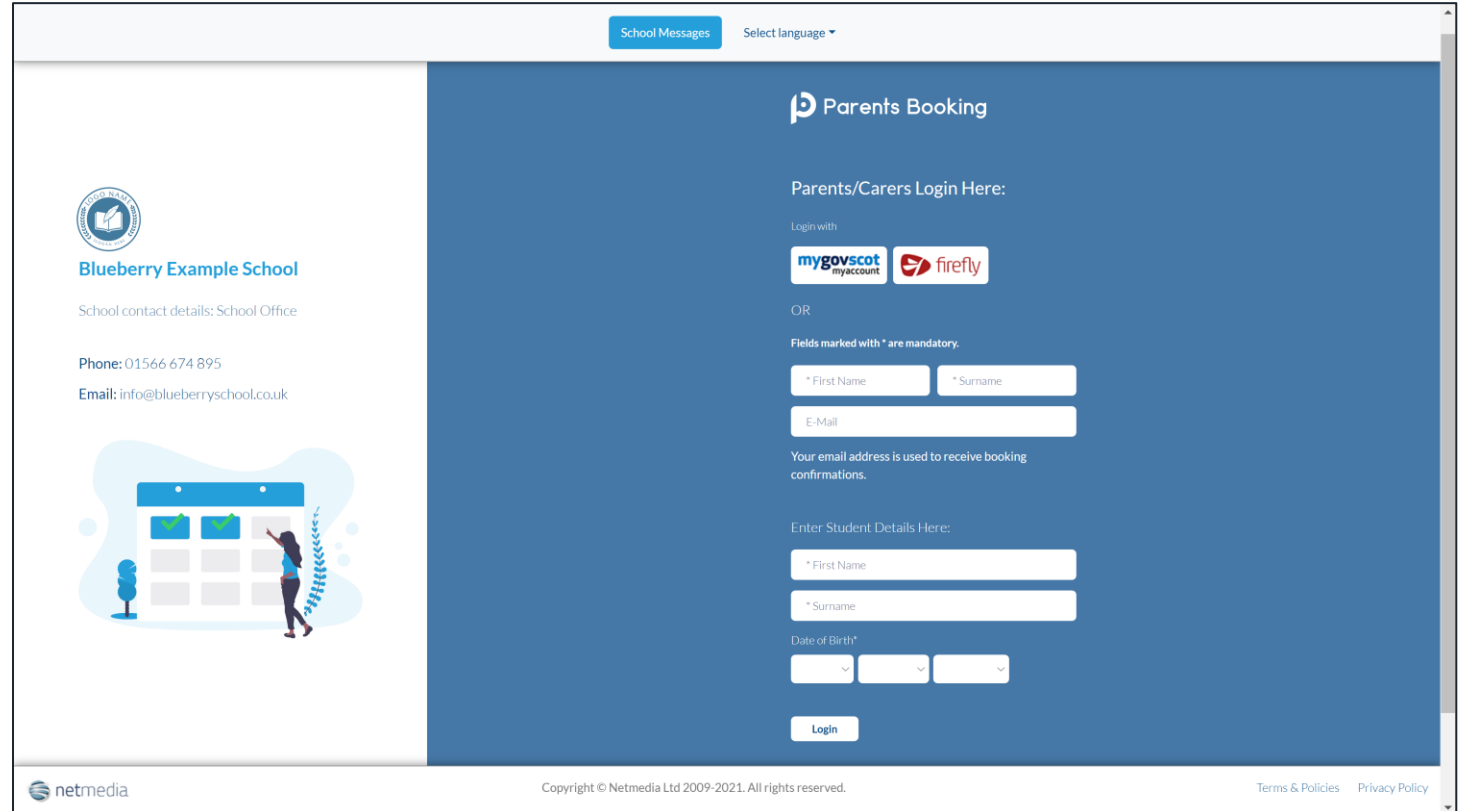



How do I login?


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



The screenshot shows the Parents Booking login interface. On the left, the school's logo and contact details for Blueberry Example School are displayed. The main area on the right is a blue panel with the 'Parents Booking' header. Below this, it says 'Parents/Carers Login Here:' and offers login options via 'mygovscot myaccount' or 'firefly'. A section for manual login follows, with fields for First Name, Surname, and E-Mail, all marked as mandatory. A note states that the email address is used for booking confirmations. Below this is a section for 'Enter Student Details Here:' with fields for First Name, Surname, and Date of Birth (with dropdown menus). A 'Login' button is at the bottom of the form. 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.

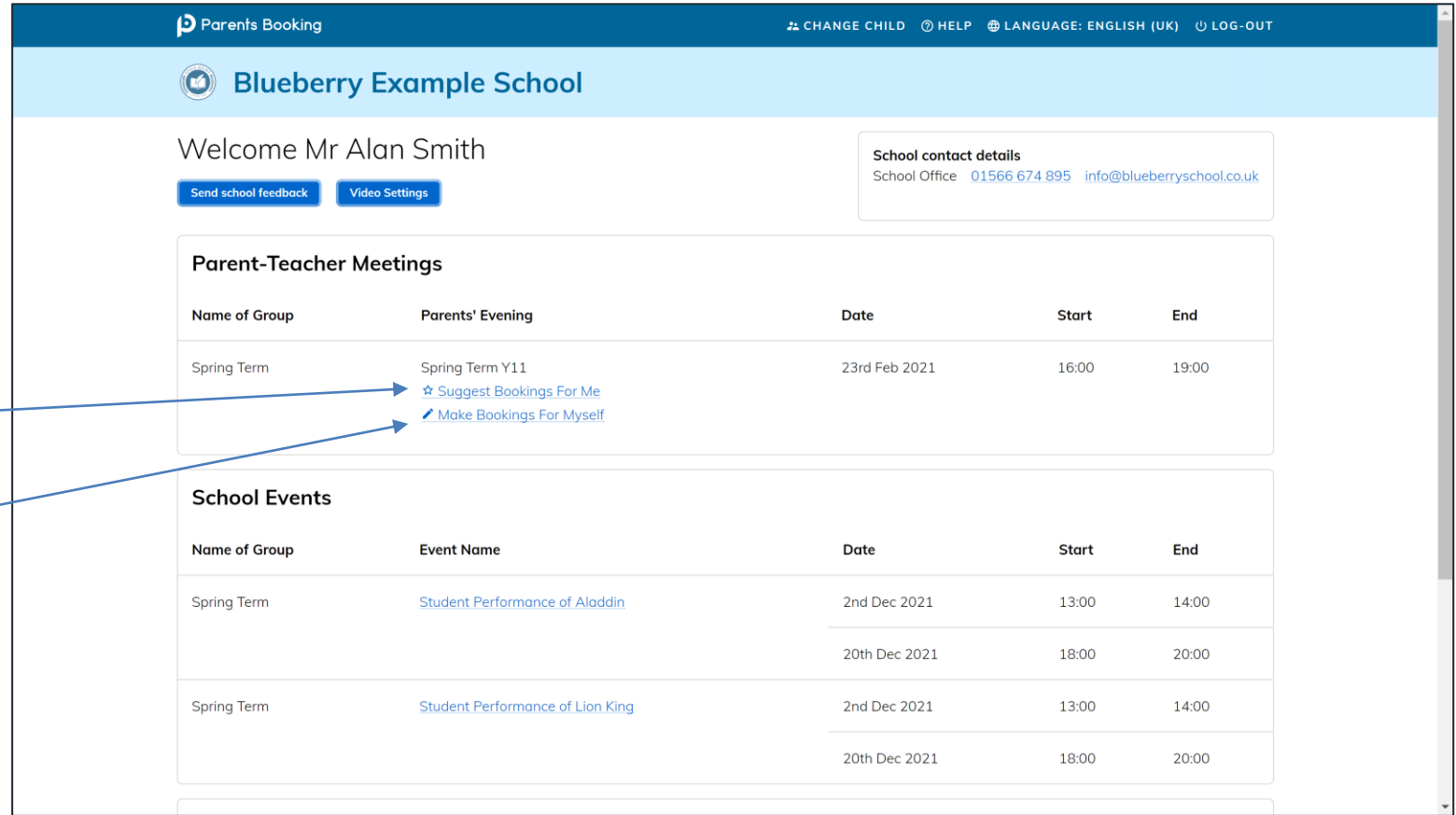
You now (usually) have the choice of two tools for making parents' evening appointments:

Suggest Bookings for Me

or

Make Bookings for Myself

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



The screenshot shows the Parents Booking dashboard for Blueberry Example School. The header includes the school name and a welcome message for Mr Alan Smith. There are links for 'Send school feedback' and 'Video Settings'. A 'School contact details' box provides the school office phone number (01566 674 895) and email (info@blueberryschool.co.uk). The main content area is divided into two sections: 'Parent-Teacher Meetings' and 'School Events'. The 'Parent-Teacher Meetings' section has a table with columns for 'Name of Group', 'Parents' Evening', 'Date', 'Start', and 'End'. It lists a meeting for 'Spring Term' on '23rd Feb 2021' from '16:00' to '19:00'. Below the table are two links: 'Suggest Bookings For Me' and 'Make Bookings For Myself'. The 'School Events' section has a similar table with columns for 'Name of Group', 'Event Name', 'Date', 'Start', and 'End'. It lists two events for 'Spring Term': 'Student Performance of Aladdin' on '2nd Dec 2021' from '13:00' to '14:00', and 'Student Performance of Lion King' on '20th Dec 2021' from '18:00' to '20:00'. Blue arrows point from the text 'Suggest Bookings for Me' and 'Make Bookings for Myself' to the corresponding links in the 'Parent-Teacher Meetings' section.

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 Suggest Bookings For Me Make Bookings For Myself	23rd Feb 2021	16:00	19:00

School Events

Name of Group	Event Name	Date	Start	End
Spring Term	Student Performance of Aladdin	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	Student Performance of Lion King	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 are links for 'Return to Dashboard', 'CHANGE CHILD', 'HELP', and 'LANGUAGE: ENGLISH (UK)'. Below the school name, a message states 'Teachers have requested meetings with you.' A search bar contains 'Calum Smith' and 'Tasha Smith'. The main section, titled 'Calum Smith', lists available teachers with their subjects and remaining slots: Miss Neill (Geography, 36 slots), Mr Forwood (Science, 36 slots), Mr Holmes (PE, 36 slots), Mr Mackenzie (English, 36 slots), Mr Taylor (History, 36 slots), Mrs Hall (Physics, 36 slots), and Mrs Ross (Accountancy, 36 slots). At the bottom, a section titled 'When are you able to attend?' shows 'Day 1' with 'Tuesday 23 Feb 2021' selected. It includes 'Arrive' (16:00) and 'Depart' (19:00) dropdowns, a checkbox for 'Allow other parents and carers of this student to join video calls?', and a 'Make my bookings for me' button.

The screenshot shows the 'Confirm suggested bookings' interface for 'Blueberry Example School'. At the top, there are links for 'Return to Dashboard', 'CHANGE CHILD', 'HELP', 'LANGUAGE: ENGLISH (UK)', and 'BACK TO ADMIN AREA'. A yellow banner indicates a 4:55 timer and a message: 'Please confirm these bookings within 295 seconds.' Below this are buttons for 'Confirm bookings', 'Edit bookings', and 'Cancel bookings'. The main section displays suggested bookings for 'Tasha Smith' and 'Calum Smith'. Each booking is shown in a yellow box with an 'UNCONFIRMED' status, the teacher's name, subject, date, and time, along with 'Add Comment' and 'Edit Booking' buttons. For Tasha Smith, the bookings are: Miss Care (Business Management, 23 Feb 2021, 16:25), Miss Neill (Geography, 23 Feb 2021, 16:30), Mr Holmes (PE, 23 Feb 2021, 16:35), and Mr James-Watling (Maths, 23 Feb 2021, 16:40). For Calum Smith, the bookings are: Miss Neill (Geography, 23 Feb 2021, 16:00), Mr Forwood (Science, 23 Feb 2021, 16:05), Mr Holmes (PE, 23 Feb 2021, 16:10), Mr Taylor (History, 23 Feb 2021, 16:15), and Mrs Hall (Physics, 23 Feb 2021, 16:20).

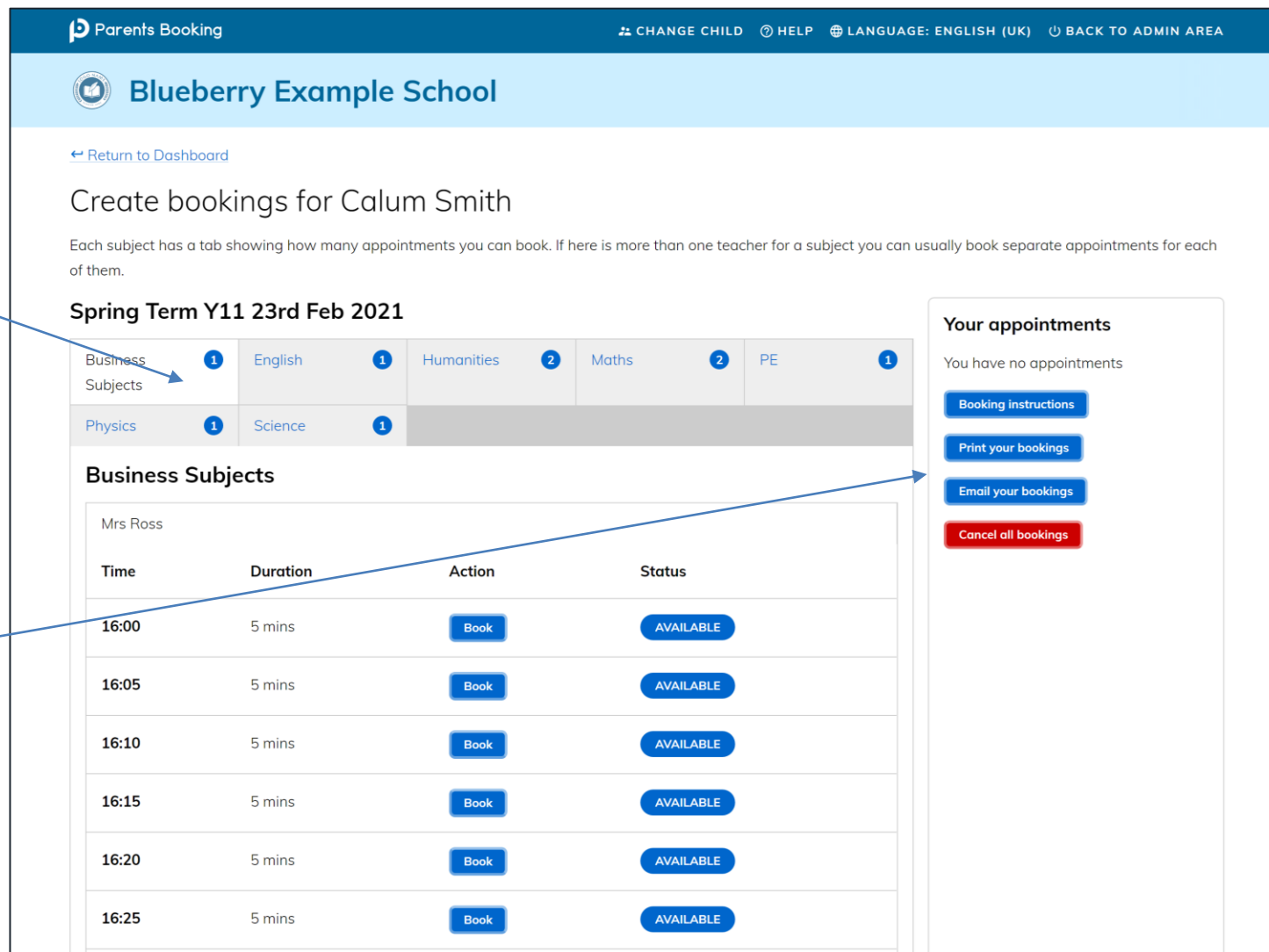
Make Bookings for Myself

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	English	Humanities	Maths	PE
1	1	2	2	1

Physics	Science
1	1

Business Subjects

Mrs Ross

Time	Duration	Action	Status
16:00	5 mins	Book	AVAILABLE
16:05	5 mins	Book	AVAILABLE
16:10	5 mins	Book	AVAILABLE
16:15	5 mins	Book	AVAILABLE
16:20	5 mins	Book	AVAILABLE
16:25	5 mins	Book	AVAILABLE

Your appointments

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)