

Parents Evening Online Booking System - INSTRUCTIONS



1. Navigate to the Parents' Evening Booking System:-
<http://www.parents-booking.co.uk/banchoryacademy>
2. Use your personal information to log in. You must use the contact information that the school has on file or you will not be able to log in. If you are having problems, please contact the school office.
3. Enter the name of the child you want to make bookings for first. If you have more than one child who requires bookings, you can switch between them once you are logged in.

The screenshot shows the login page for Banchory Academy. At the top left is the school crest. To its right, the text reads: "Banchory Academy", "School contact details: School Office", "Phone:01330 823357", and "Email:banchoryacademycontacts@aberdeenshire.gov.uk". Below this is a note: "* Fields marked with this are mandatory." The form contains the following fields: "Parent's First Name*" with the value "Joe", "Parent's Surname*" with the value "Smith", "E-Mail Address" with the value "Jsmith@gmail.com", and a note: "Your email address is used to receive booking confirmations." Below a horizontal line, it says "Please enter the details of the child you want to make bookings for." and contains: "Child's First Name*" with the value "Sue", "Child's Surname*" with the value "Smith", and "Child's DOB*" with three dropdown menus showing "19", "07", and "2006". At the bottom is a blue "Login" button.

4. Once logged in, decide whether you need to make bookings individually, or using our Automated Booking Wizard (best if you have a number of bookings and students to make bookings for).
5. Select your preferred booking method (making sure you are in the correct parents' evening) and follow the relevant instructions below:

Automated Booking Wizard

1. Select the teacher you wish to book. You can press '**Select All**' to select all options
2. If you have a second child to make bookings for then select their tab and repeat the teacher selecting process
3. Proceed to the bottom of the page and specify your personal availability, then press '**Make My Bookings for Me**'

NOTE: If the wizard replies that bookings are '**not feasible**', you have not left enough time and need to reduce the number of teachers or increase the amount of time you're available.

4. You will now see a list of your booking suggestions. A short, one or two word comment to the teacher can be made if desired.
5. Press **Confirm** to confirm these appointments as your bookings
6. Press **Print** or **E-Mail** to initiate your confirmation.

Individual Bookings:

1. Scroll down until you see the booking table. Above it are the departments and teachers which are available to you.
2. Select the **department**, then **teacher**, and click on an **available time** to make a booking. When you selected a time, you're able to add any issues or comments for the teacher to take note of before the appointment.
3. Repeat this process, making bookings for all of the teachers you need to.
4. If you need to cancel or rearrange an appointment, click on the correct department and teacher, then click on the green appointment to change it.
5. If you need to make bookings for another child, scroll to the top of the page. In the top left corner you should see a '**Make a Booking for Another Child**' icon. Click this. If there is no icon, the software does not recognise that you have multiple children. This just means that you'll need to log out and log back in again using the other child's details.
6. Once you have made all of your bookings, click on either **E-Mail** or **Print my Appointments**.

NOTE: Appointments are saved when they are made, so you don't have to e-mail or print to 'save' them, but doing so will provide a confirmation with further information, including rooms and instructions from the school.