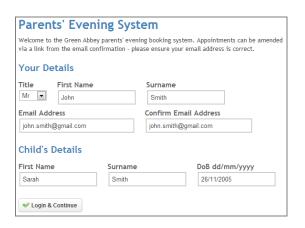
Parents' Guide for Booking Appointments – Academic Review

Browse to https://northamptonacademy.parentseveningsystem.co.uk/adminlogin



Step 1: Login

Please login to the website address above and fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you. If you do not have internet access you will need to contact the Academy to make the appointment for you.

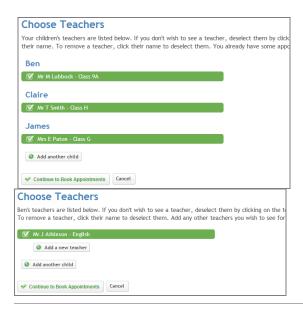
Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth in the following format – eg: 26/11/2005



Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.



Step 3: Choose Teachers

Your child's teachers will appear. Ensure the Form Tutor you wish to see is selected in green. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

If you have another child to book into this parents' evening, press the "Add another child" button and enter their details. Then repeat this step to add teachers for the newly added child.

Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	<u>Book</u>
16:05	<u>Book</u>
16:10	<u>Book</u>
16:15	Busy
16:20	<u>Book</u>
16:25	<u>Book</u>
16:30	Busy
16:35	<u>Book</u>
16:40	<u>Book</u>

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.



Step 5: Finished

You will receive an email confirmation of your appointments.



Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.