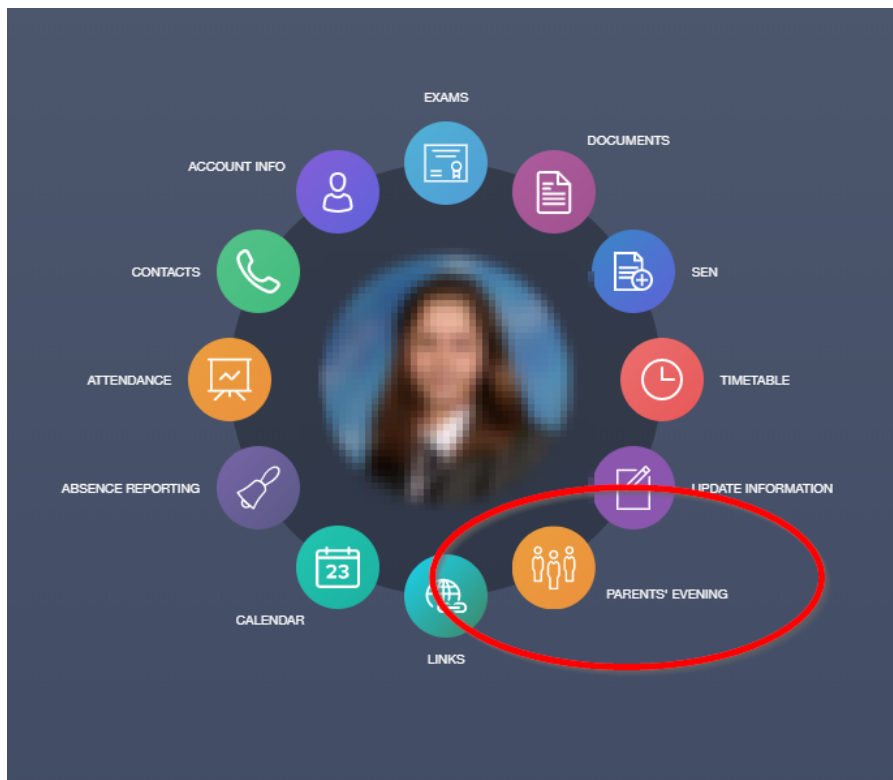


To Make A Parent Evening Booking

Login to EduLink One either through the website or use the EduLink One phone app.
Click on the Parent Evening icon on the wheel

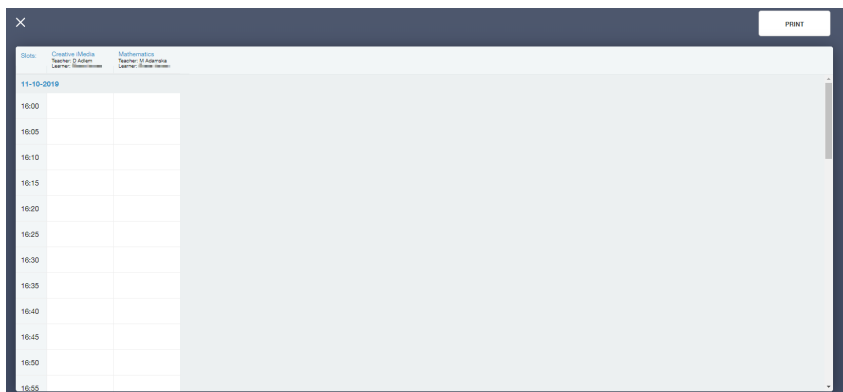


This will bring up a list of events available for your student. Select the event.

Name	Information	Date	Start time	End time
Test		10-10-2019	17:00	20:00

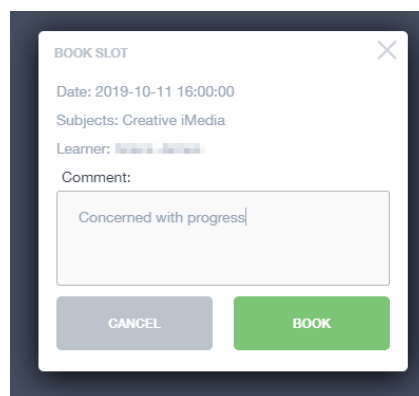
Co-Headteachers: Mrs Abigail Boddy BA (Hons), Mrs Catherine Carré BEng (Hons) MTeach
Acting Deputy Headteachers: Jane Macdonald, Paul Parker, Carol Pichler, Paul Smith, Sarah Timms





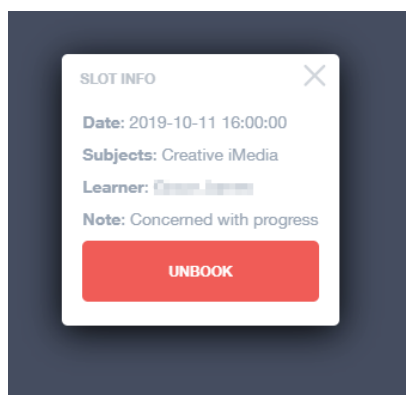
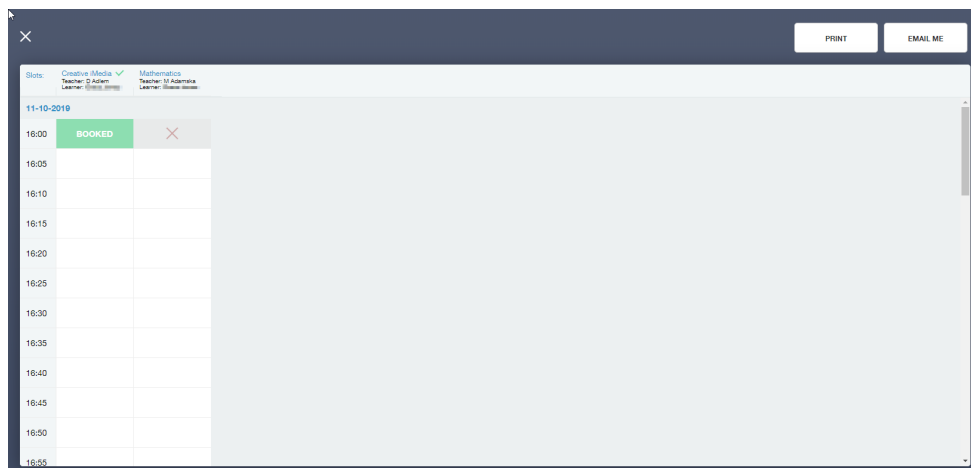
You will be shown a table with your students Teachers and timeslots
 Select the timeslot for the appointment you want.

You can enter a comment for the teacher (not available on Smart Phones)



Click the BOOK button to confirm the appointment. Repeat this process as necessary.

Your appointment will show as BOOKED and it will prevent you from booking another appointment in that timeslot



To cancel a booking select it from the table. The following screen will appear

Click UNBOOK to cancel your appointment. This will allow you to make a booking with another teacher for that timeslot.

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