



Admin Area Guide

For:
Groupcall Messenger
Teachers2Parents

Version 6.0



Before you start...

Contents of this guide:

- Admin Area Guide - pages 3 to 22

Other guides you can download:

- [Setting up a video/hybrid parents' evening](#)
- [Instruction guide for your school's teachers](#)
- [Instruction guide for your school's parents](#)
- [Admin guide for setting up events, clubs and wraparound care booking \(as well as online payments\)](#)

An explanation on your Admin Area website design colours:

This guide will show how schools use Parents Booking, while also reconciling with the fact each school's Admin Area can have different colour schemes.

Some schools will have a green, yellow or blue Admin Area. As such, the screenshots in this guide may not always exactly match your web pages, but all the buttons and functions are exactly the same.

And a note on the types of user accounts:

Parents Booking offers four different levels of users/privilege.

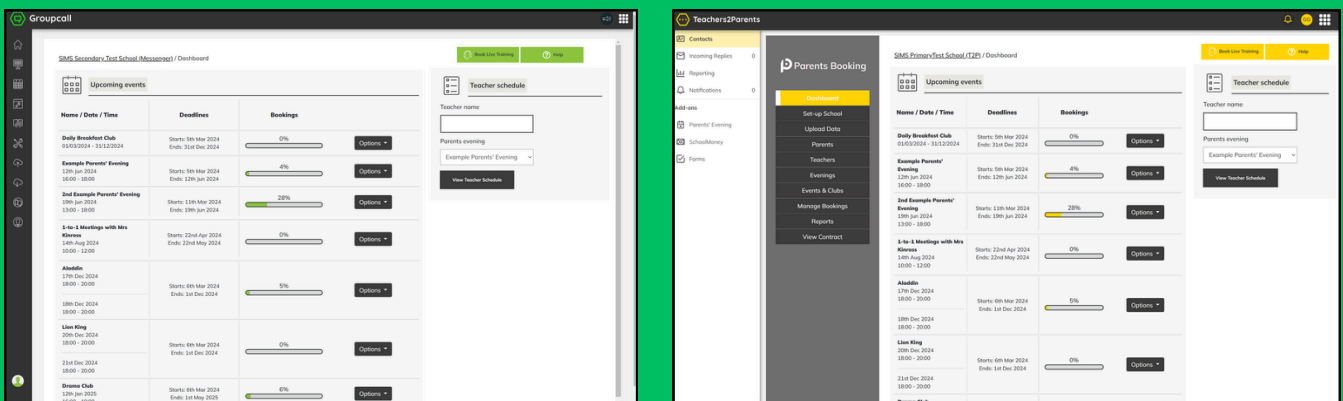
- **Admins** have the highest level of power
- You can also offer a lower level of privilege to **Staff** users.
- **Parents** and **Teachers** also have their own logins/access.

Groupcall Messenger and Teachers2Parents users

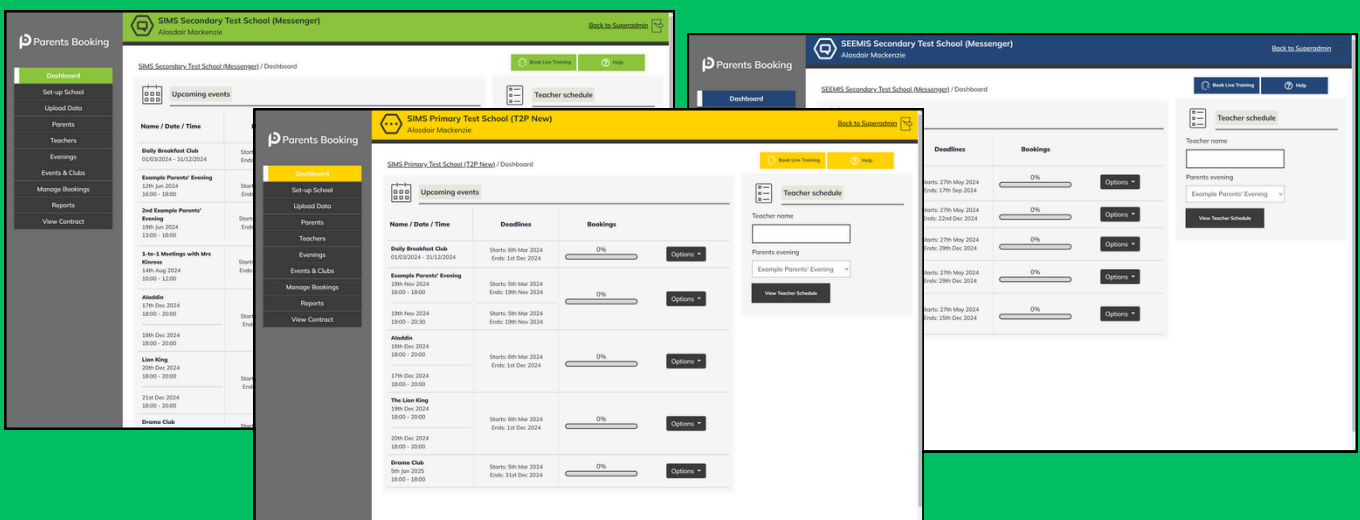
How to login...

1. You can login to Parents Booking through Groupcall Messenger or Teachers2Parents by clicking the 'Parents Evening' button on your Dashboard
2. OR you will soon be able to use the 'Parents Booking' button on your Launch Pad or the 9-dot feature in the top right corner.
3. OR you can go to www.parents-booking.co.uk

If you login through Groupcall Messenger or Teachers2Parents, Parents Booking will look like this:



And if you login through your Launch Pad or from www.parents-booking.co.uk then your Parents Booking will look like one of these:



Admin Area Guide

1. First-Time Setup

On the “Set Up School” page, review the following four settings:

- Parent Login Page. This is the web address parents will go to to login and always starts www.parents-booking.co.uk/...
- Create Admin user accounts for all Admins who need access. Go to the “Add/Edit Admin Users” button in the Control Panel to create logins for colleagues who need full Admin access.
 - Teachers will be able to login to their own accounts once we set these up later.
 - There is a lower level of privilege called “Staff” that can be used where you don’t want to give full Admin rights to non-teachers. You can choose a password for this in the Set Up School > Usernames and Passwords section.
- Review the School Contact Information tab to check the main school email and phone are correct, in case parents need help
- Upload a school logo (and a map of classrooms if helpful).

The screenshot displays the 'Set-up School' interface for 'Blueberry Example School' (Will Mackenzie). The page is divided into a left sidebar with navigation options (Dashboard, Set-up School, Upload Data, Parents, Teachers, Evenings, Events & Clubs, Manage Bookings, Reports, View Contract) and a main content area. The main content area has a header 'Blueberry Example School / Set-up school' and a 'Set-up School' section with a gear icon. Below this is a 'Control Panel' with buttons for 'Parent Login Method', 'Preferences Page', and 'Add/Edit Admin Users'. The main form contains fields for 'School Name' (blueberry), 'Parent Login Page' (www.parents-booking.co.uk/your-link-here), 'School Address' (Line 1, Line 2, Town, County, Postal/ZIP Code, Country), 'School Establishment Code', and 'SSO API Key' (j%2F0X9...Ws8nk%2FNsc0wkC3C). There are radio buttons for 'Primary School', 'Secondary School' (selected), and 'All Through'. Below the form are expandable sections for 'School usernames and passwords', 'School contact information', and 'Upload school logo and map'. Blue arrows highlight the 'Parent Login Page' field, the 'Add/Edit Admin Users' button, and the 'School usernames and passwords' section.

2. Features You Might Want to Turn On/Off

In the 'Set Up School' page's Control Panel, find the 'Preferences Page' button.

In this section you will find an array of features you can customise.

We have highlighted three you may wish to turn on/off:

- "Send Admin an e-mail with parents' new contact details." Turn this feature 'on' to have Parents Booking email the school's admin e-mail address any e-mail addresses provided by parents that the school did not already have saved in their database. This helps make sure the school's database of parent emails is kept up-to-date.
- "Should parents be able to enter comments when booking a teacher?" - Turn this feature off if your school does not want parents to be able to add comments/discussion topics to the appointments they make with teachers. N.B. Parents are only allowed to write a few words if you leave this setting on.
- "Are parents allowed to request a translator?" - Schools who want to allow parents to request a translator for their appointment should turn this feature on. A button will then be displayed to parents, for them to request a translator, after they have picked their appointments. This button will send the school a notification of the language that the parent requires their translator for. Additionally, on the 'Reports' tab, schools will see a new report which gives an overview of all of the translator requests they have taken, and the times of the parents' appointments.

3. Setting up a parents' evening

To set up a parents' evening there are two main tasks which need to be undertaken successfully:

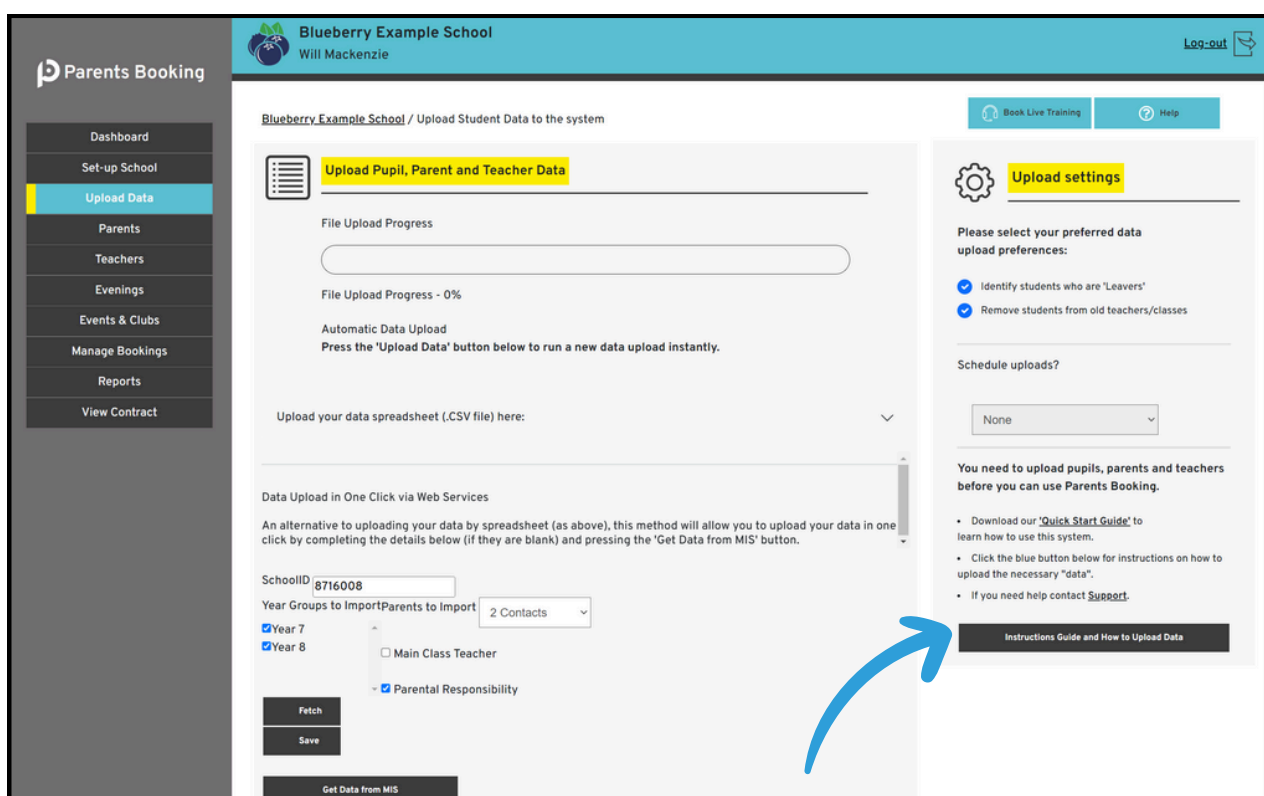
- a. Upload/sync the school's pupils, parents, teachers and classes (often referred to as the school's "data")
- b. Set up your parents' evening by inputting the dates and appointment times, before editing which teachers/classes are available to book.

3(a). Uploading Your School's "Data"

Go to the 'Upload Data' page. On this page you be able to import your school's data automatically (or via a spreadsheet), which is vital to do before setting up a parents' evening, so that the data in use is all up-to-date.

If this is your first time importing data, click on the "Instructions Guide and How to Upload Data" button (see screenshot below).

If you have any questions, seek support.



FAQ: How often should I import data?

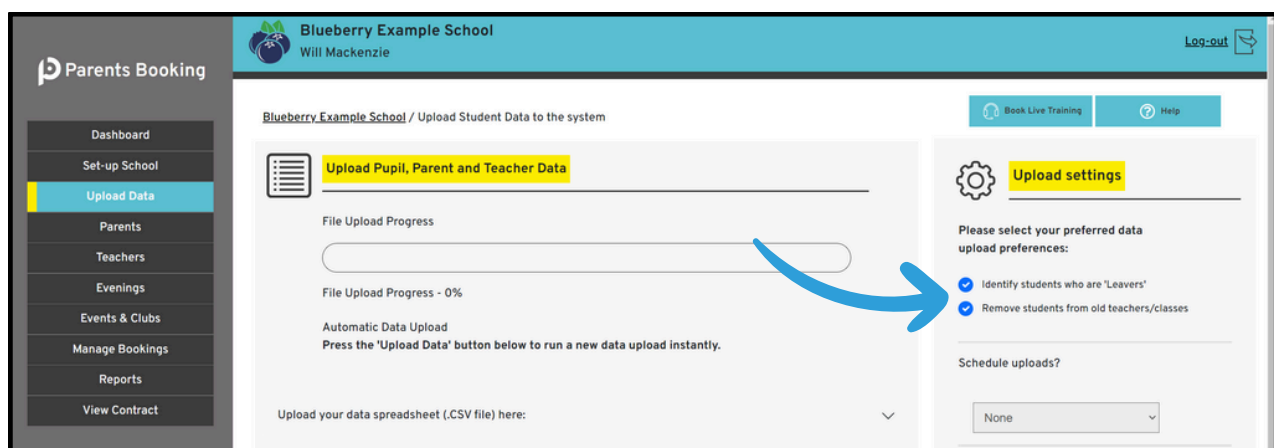
We advise you upload your data before each parents' evening. This ensures that the parents' evening is as up to date as possible, particularly regarding new students, 'leavers' and the latest timetable/classes.

We suggest you upload data 3-4 weeks before the parents' evening, and set your parents' evening up at this time, so that parents have 2-3 weeks to make their appointments.

Upload settings

1. By default, data imports will search for 'leavers' (students who have left), to help schools keep their database of students up-to-date.
2. Uploads will also 'disconnect' students from teachers/classes who no longer teach them (according to your database). This is to stop parents being shown teachers/classes from previous years/terms.

Both of these settings can be temporarily turned off before you start a data import, because sometimes you don't want them to impact data imports.



The screenshot displays the 'Parents Booking' interface for 'Blueberry Example School' (Will Mackenzie). The main navigation menu on the left includes: Dashboard, Set-up School, Upload Data (highlighted), Parents, Teachers, Evenings, Events & Clubs, Manage Bookings, Reports, and View Contract. The main content area is titled 'Blueberry Example School / Upload Student Data to the system' and contains a 'File Upload Progress' section with a progress bar at 0% and an 'Automatic Data Upload' section with instructions to press the 'Upload Data' button. A blue arrow points from the 'Upload Data' button to the 'Upload settings' panel on the right. The 'Upload settings' panel includes a gear icon, the title 'Upload settings', and a section for 'Please select your preferred data upload preferences:' with two checked options: 'Identify students who are 'Leavers'' and 'Remove students from old teachers/classes'. Below this is a 'Schedule uploads?' section with a dropdown menu set to 'None'.

Data import settings

Schools who import their data automatically will find options that allow them to customise their import are available on the 'Upload Data' page.

The screenshot displays the 'Upload Student Data to the system' interface for Blueberry Example School. The main content area is titled 'Upload Pupil, Parent and Teacher Data'. It features a progress bar for file uploads (currently at 0%) and a section for 'Automatic Data Upload' with a 'Get Data from MIS' button. Below this is a 'Data Upload in One Click via Web Services' section, which includes a 'SchoolID' field, a 'Year Groups to Import' dropdown (set to '2 Contacts'), and checkboxes for 'Year 7', 'Year 8', 'Main Class Teacher', and 'Parental Responsibility'. A blue arrow points to the 'Parents to Import' dropdown menu. The right-hand side of the page contains an 'Upload settings' panel with options to 'Identify students who are "Leavers"' and 'Remove students from old teachers/classes', along with a 'Schedule uploads?' dropdown (set to 'None') and a link to 'Instructions Guide and How to Upload Data'.

Although the layout may differ from school to school, as shown in the above screenshot, these are common settings:

- Year Groups to Import -> Press 'Fetch' to find year groups. Tick and 'Save' those you want to import
- Parents to import -> Choose whether to import only 1x parent/carer per student. Default = 2.
- Main Class Teacher -> Untick to import all teachers for all classes. This imports more data, but normally means you do not have to move class codes from one teacher to another later. See bottom of page 7.
- Parental Responsibility -> Keep ticked to import only parents who have 'parental responsibility' in MIS db.

Detecting 'Leavers'

When a data upload is run, Parents Booking will typically look for students who were part of past uploads, but are not in the most recent uploads, and 'flag' these as possibly having left the school.

This is not an exact science, so Parents Booking shows a list of these to the admin from time to time. This provides the admin with the opportunity to remove true 'leavers' only.

Screenshots 1 and 2 below show where you can review 'Leavers' and screenshot 3 shows how you remove these.

Blueberry Example School
Will Mackenzie

Parents Booking

Dashboard
Set-up School
Upload Data
Parents
Teachers
Evenings
Events & Clubs
Manage Bookings
Reports

Blueberry Example School / Upload Student Data to the system

Book Live Training Help

Upload Pupil, Parent and Teacher Data

File Upload Progress

File Upload Progress - 0%

Automatic Data Upload
Press the 'Upload Data' button below to run a new data upload instantly.

Upload settings

Please select your preferred data upload preferences:

- Identify students who are 'Leavers'
- Remove students from old teachers/classes

Select and Delete 'Leavers'

Blueberry Example School
Will Mackenzie

Parents Booking

Dashboard
Set-up School
Upload Data
Parents
Teachers
Evenings
Events & Clubs

Blueberry Example School / Dashboard

Book Live Training Help

School Leavers

We have detected Students who appear to be 'leavers'. You can review and remove the leavers [here](#) or minimize this notification by clicking X in the top right

Teacher schedule

Teacher name

Parents evening

Blueberry Example School
Will Mackenzie

Parents Booking

Dashboard
Set-up School
Upload Data
Parents
Teachers
Evenings
Events & Clubs
Manage Bookings
Reports
View Contract

Blueberry Example School / List of Possible 'Leavers'

Book Live Training Help

Please review and delete students who are suspected to have left school based on your last data upload:

Number of Leavers - 5

Select all Deselect all Delete all Delete Selected These are not Leavers

Show 50 entries Search:

ID	First name	Last name	DOB	Class
19381	Javiera Alejandra	Ventura Fernández	26/06/2008	Year 11 Ravens
19384	Freya Erin	Cooper	18/09/2006	Year 12 Toucans
19313	Martina	Cañellas Garcia de Marina	29/09/2011	Year 8 Falcons
19367	Senne	Engelen	05/01/2011	Year 8 Falcons
31916	Fletcher	Friend	24/05/2010	Year 9 Ospreys

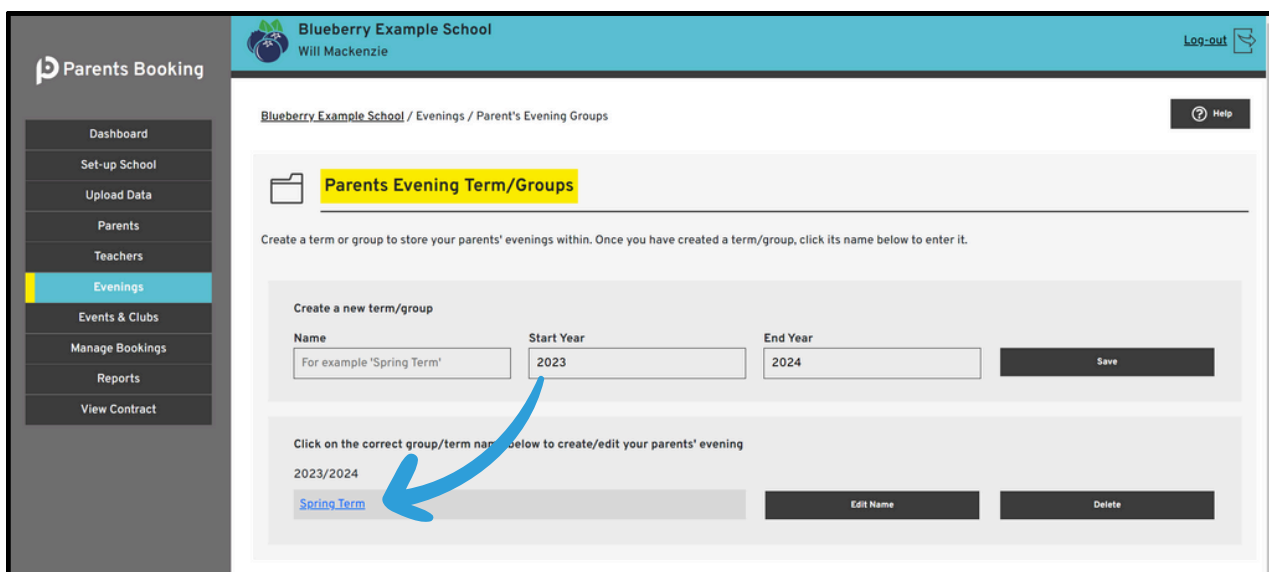
Showing 1 to 5 of 5 entries Previous 1 Next

3(b) Setting up your parents' evening

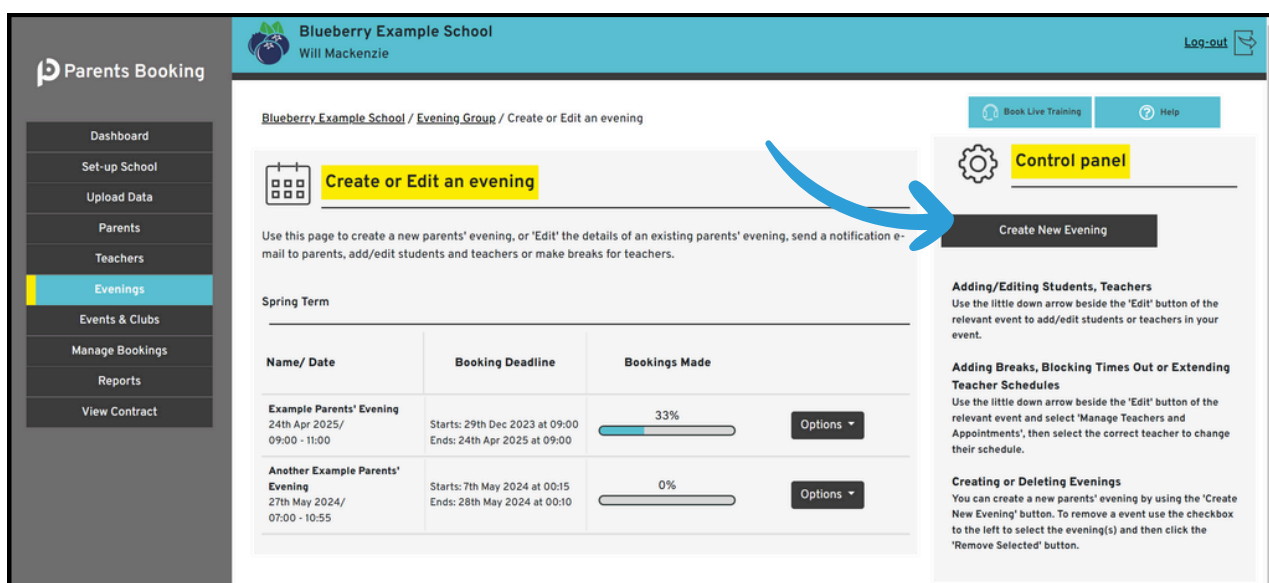
Once you have imported/synced your data, you can proceed to the Evenings page to set up your event.

On the Evenings page, create a new 'term' (e.g. "Spring Term", or "Autumn Term").

Once you have created a term, click on its name to 'enter' it.



Inside the 'Term' you've created, use the 'Create New Evening' button to set up a new parents' evening. Complete this page to set up your event.



Fill in all of the required fields (which are marked with a *) as well as any others that apply to your needs. You will need to know the date(s), start time and end time of appointments, when appointments will open and close for parent booking, and the Reg/Year groups that are to be invited, as a minimum.

The screenshot shows the 'Edit Parents' Evening' form. The header includes 'Blueberry Example School' and 'Will Mackenzie'. The left sidebar has 'Parents Booking' and a menu with 'Evenings' selected. The main content area has a title 'Edit Parents' Evening' and instructions: 'Modify the details of the evening. Mandatory Fields are shown with a red asterisk.' Below this, there are several form fields: 'Parents' Evening Name: *' (Example Parents' Evening), 'Date *' (24-April-2025), 'First Appointment Start Time: *' (09:00), 'Last Appointment Ends At: *' (11:00), 'Length of Appointments: *' (10 minutes), and 'Gap of time between meetings' (0 minutes). At the bottom, there are radio buttons for 'How will the meetings be held?' (In-person selected) and 'What type of evening?' (Parents' Evening selected).

When you save your parents' evening, you will be taken to a page which lists all of the teachers and classes that are in it, like below:

The screenshot shows the 'Manage the Teachers' page. The header includes 'Blueberry Example School' and 'Will Mackenzie'. The left sidebar has 'Parents Booking' and a menu with 'Evenings' selected. The main content area has a title 'Manage the Teachers' and instructions: 'Example Parents' Evening', 'Instructions: (1) Untick teachers/classes that you do not want to be booked by parents, then press 'Save Changes'. Where a class says "Main", this is the main class teacher according to your timetable. (2) If a class code is shared you will see Yes/No questions in the furthest right columns. "Link bookings?" can book all ticked teachers into one "shared" appointment. "Book separately" can allow parents to book all of the ticked teachers. If you leave these columns No/No, parents can only book 1x of the ticked teachers. [Read more here]'. Below the instructions are 'Save Changes' and 'Update' buttons. A 'Number of Classes: - 252' is shown. A search bar is present. Below is a table with columns: Class Code, Name of Teacher, Subject, Link bookings?, and Bookable separately?.

Class Code	Name of Teacher	Subject	Link bookings?	Bookable separately?
12	10B/Sol <input checked="" type="checkbox"/> Mr M Konchalski <input checked="" type="checkbox"/> Ms A Little (Main)	Sociology Sociology	No	No
21	10x/Fr2 <input checked="" type="checkbox"/> Dr J Lebon (Main) <input checked="" type="checkbox"/> Mrs B Pearson	French French	No	No
37	11C/Eg2 <input checked="" type="checkbox"/> Mr P Brown <input checked="" type="checkbox"/> Mr R Tufnell (Main)	Engineering Engineering	No	No
38	11C/Fr1 <input checked="" type="checkbox"/> Dr J Lebon (Main) <input checked="" type="checkbox"/> Mr S Dumbell	French French	No	No
48	11z/Pe1 <input checked="" type="checkbox"/> Mrs A Zelinskova <input checked="" type="checkbox"/> Mr C Yates (Main)	Physical Ed Physical Ed	No	No

On the right side, there is a 'Control panel' with buttons for 'Export Class Codes (.xlsx)', 'Copy / Move Class Codes', 'Reorder Departments', and 'Advanced Settings (Rooms, Minutes, etc.)'.

4. Edit the teachers

On the page mentioned above (also found via **Dashboard > Options > Edit the Teachers** once your parents' evening has been set up), you will need to untick the teachers that you NOT want parents to be able to book (only teachers who are ticked can be booked).

Blueberry Example School
Will Mackenzie

Parents Booking

Dashboard
Set-up School
Upload Data
Parents
Teachers
Evenings
Events & Clubs
Manage Bookings
Reports
View Contract

Blueberry Example School / Evenings / Edit the Teachers in an Evening

Book Live Training Help

Control panel

Export Class Codes (.xlsx)
Copy / Move Class Codes
Reorder Departments
Advanced Settings (Rooms, Minutes, etc.)

Manage the Teachers

Example Parents' Evening

Instructions:
(1) Untick teachers/classes that you do not want to be booked by parents, then press 'Save Changes'. Where a class says "Main", this is the main class teacher according to your timetable.
(2) If a class code is shared you will see Yes/No questions in the furthest right columns. "Link bookings?" can book all ticked teachers into one 'shared' appointment. "Book separately" can allow parents to book all of the ticked teachers. If you leave these columns No/No, parents can only book 1x of the ticked teachers.
[Read more here]

Save Changes Update

Number of Classes: - 252

Select all Deselect all Tick 'Main' Option Only Search ...

Class Code	Name of Teacher	Subject	Link bookings?	Bookable separately?
12	10B/Sol <input checked="" type="checkbox"/> Mr M Konchalski <input checked="" type="checkbox"/> Ms A Little (Main)	Sociology Sociology	No	No
21	10x/Fr2 <input checked="" type="checkbox"/> Dr J Lebon (Main) <input checked="" type="checkbox"/> Mrs B Pearson	French French	No	No
37	11C/Eg2 <input checked="" type="checkbox"/> Mr P Brown <input checked="" type="checkbox"/> Mr R Tufnell (Main)	Engineering Engineering	No	No
38	11C/Fr1 <input checked="" type="checkbox"/> Dr J Lebon (Main) <input checked="" type="checkbox"/> Mr S Dumbell	French French	No	No
48	11z/Pe1 <input checked="" type="checkbox"/> Mrs A Zelinskova <input checked="" type="checkbox"/> Mr C Yates (Main)	Physical Ed Physical Ed	No	No

- To help with this, you can click the "Tick 'Main' Option Only", highlighted in the screenshot above. This will untick any teachers who are not the 'Main' teacher for a class.
- Where you have 2+ teachers ticked for a class, you can use the "Link Bookings?" and "Bookable Separately?" Yes/No questions to set up whether parents are allowed to book both teachers or separately.
 - By default, these settings are always No/No, which means parents can only book one of the teachers.
 - If you set the first No to a Yes, this will book both teachers into one 'shared' appointments at the same time.
 - If you set the second No to a Yes, this will let parents book both teachers at separate times if they want to.

The instructions for this web page continue on the next page...

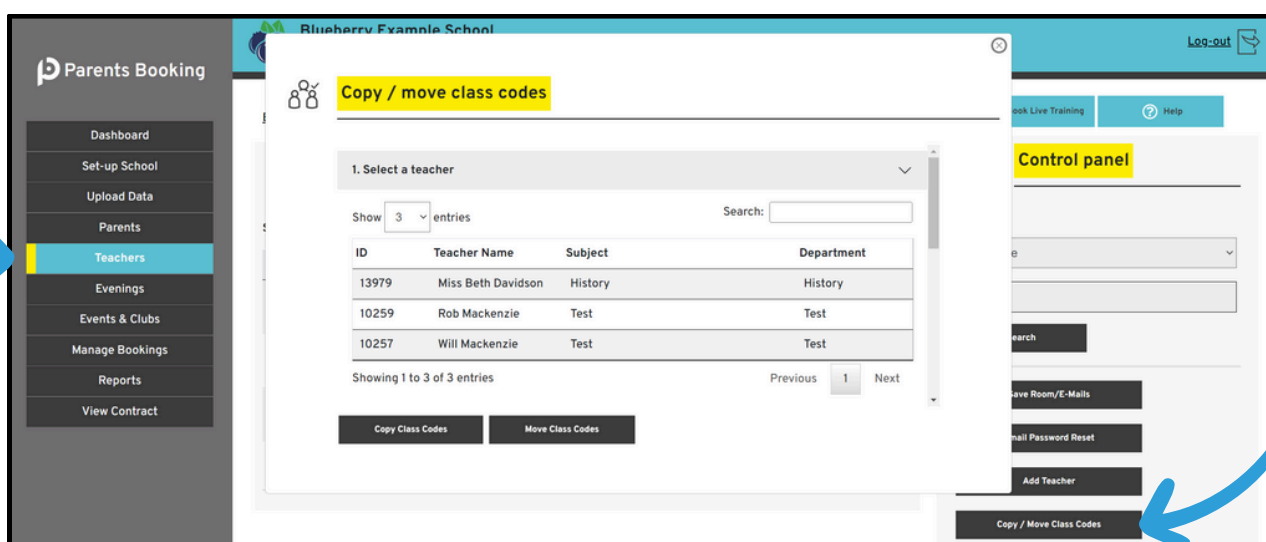
- Click “Export Class Codes” in the Control Panel to download a spreadsheet of this web page, for sharing with teachers, to check everything is set up the way they want.
- The “Advanced Settings/Rooms” button in the Control Panel can be used to change the appointment length for selected teachers IF you turned this setting on when you created your parents’ evening.

Press Save Changes to make sure all your changes are saved.

Adding a class code to a different teacher

Sometimes you will find that you need to add a teacher to a class code, because it has teacher(s) linked to it that are not those responsible for taking appointments.

To do this, go to the Teachers page, press “Copy/Move Class Codes” and follow the steps in the pop-up, first selecting the teacher who has the class code presently, and then the class code(s) you want to link to a different teacher, before thirdly selecting the teacher the class code needs to be moved to. Once you do this, a red Notifications banner will appear, asking if you want to apply this change to any active parents’ evenings. **You must apply this change to the correct parents’ evening(s)**, otherwise parents will not be shown this teacher as a booking option for the change you made.



Splitting classes / editing class codes

If you need to make more complex class changes, for example dividing a class code into two parts (to dictate which teachers sees exactly which list of students), this can be done using the 'Edit Class Codes' button on the Teachers page.

When you go to Teachers > Edit Class Codes, you can edit an existing class code OR (our suggestion would be to) create your own class code, and then use the Reg, Year and Class Code filters to create an exact list of the students you need. If you give these Class Codes a unique name, you can then go to the Teachers page, edit a teacher and use 'Add Students/Class' to add your class code to the correct teachers.

Again, any change such as these will create a red Notification banner that asks if you want to add them to an active parents' evening, so if you do, before sure to apply the changes to the correct parents' evenings.

5. Adding breaks to teachers / blocking out time

After you have set up your parents' evening, you might want to block out appointment times for teachers. To do this, go to **Dashboard > Options > Add Breaks/Extend Teachers**. On this page you can click one teacher to make breaks for them, OR use the tick boxes to select multiple, e.g. where you want to block lots out at the same time.

Coming Soon: You will be able to see a graphical representation of all teachers' timelines, from their first appointment to their last, so that you can review their timetables to see how much available time each has, whether teachers have breaks, and where teachers have appointments.

6. Setting up teacher logins

You will most likely want teachers to be able to login, so they can check their appointment schedules, or make their own breaks if you allow them to (the setting for this permission is in Edit Parents' Evening). Also, if you are offering video parents' evenings, teachers will have to be able to login to join these.

To send teachers their username and a link that lets them create their password, go to the Teachers page.

You will notice there is a status for each teacher called "Login Setup?". This helps you understand each teachers' login status:

- Teachers whose status is "Not Configured" have not been sent their login information yet
- Teachers whose status is "Password Sent" have been sent an email with their username and a link to create a password
- Teachers whose status is "Setup Complete" have created a password and can login.

Blueberry Example School / Master list of teachers

Name	Students	Room	Email	Login Setup?
Mrs A Abell	178		26.Abell.3280404@mailina	Password Sent Login as...
Mrs S Andrews	280		34.Andrews.3280404@mail	Not Configured Login as...
Mrs D Asher	89		45.Asher.3280404@mailinc	Not Configured Login as...
Mr J Atkinson	155		97.Atkinson.3280404@mail	Password Sent Login as...
Mr T Benali	26		14556.Benali.3280404@mc	Not Configured Login as...
Mr A Blacker	198		1.Blacker.3280404@mailinc	Not Configured Login as...
Mr J Brown	207		3.Brown.3280404@mailina	Not Configured Login as...
Mr P Brown	122		99.Brown.3280404@mailin	Not Configured Login as...
Miss K Burrows	264		88.Burrows.3280404@mail	Not Configured Login as...
Miss F Burton	219		19.Burton.3280404@mailin	Not Configured Login as...

Control panel

Search by: Surname

Search

Save Room/E-Mails

Email Password Reset

Add Teacher

Copy / Move Class Codes

Edit Class Codes

Departments/Tutors

Export to Excel

Delete Selected

Delete all

Total number of teachers: 62

If you press "Select All" and then click the "Email Password Reset" button, this will send all teachers an email with their login info.

Equally you can tick certain teachers to only send them their login or send them an email to reset their password.

Where a teacher has no email address, you will need to enter this and press 'Save Rooms/Emails' in the Control Panel to send them their login email and password reset link.

Blueberry Example School / Master list of teachers

Parents Booking

Dashboard
Set-up School
Upload Data
Parents
Teachers
Evenings
Events & Clubs
Manage Bookings
Reports
View Contract

Book Live Training Help

Control panel

Select All | Select All

Name	Students	Room	Email	Login Setup?	
<input type="radio"/> Mrs A Abell	178		26.Abell.3280404@mailina	Password Sent	Login as...
<input type="radio"/> Mrs S Andrews	280		34.Andrews.3280404@mai	Not Configured	Login as...
<input type="radio"/> Mrs D Asher	89		45.Asher.3280404@mailinc	Not Configured	Login as...
<input type="radio"/> Mr J Atkinson	155		97.Atkinson.3280404@mai	Password Sent	Login as...
<input type="radio"/> Mr T Benali	26		14556.Benali.3280404@mc	Not Configured	Login as...
<input type="radio"/> Mr A Blocker	198		1.Blocker.3280404@mailinc	Not Configured	Login as...
<input type="radio"/> Mr J Brown	207		3.Brown.3280404@mailina	Not Configured	Login as...
<input type="radio"/> Mr P Brown	122		99.Brown.3280404@mailin	Not Configured	Login as...
<input type="radio"/> Miss K Burrows	264		88.Burrows.3280404@mail	Not Configured	Login as...
<input type="radio"/> Miss F Burton	219		19.Burton.3280404@mailin	Not Configured	Login as...

Search by:
Surname
Search

Save Room/E-Mails
Email Password Reset
Add Teacher
Copy / Move Class Codes
Edit Class Codes
Departments/Tutors
Export to Excel
Delete Selected
Delete all

Total number of teachers: 62

6. Inviting parents to make appointments

You can send parents their invite from the **Dashboard > Options > Send Invite to Parents** page (and/or you can downloading a template e-mail/letter from [here](#)).

The screenshot shows the 'Invite Parents' page in the Blueberry Example School Parents Booking system. The page includes a sidebar with navigation options, a main content area with an 'Invite Parents' form, and a 'Control panel' on the right. The form allows users to customize the invite message and select which parents to send it to. The table below the form lists parent contacts with columns for Student, Class, Parent's Name, Main Contact?, Email, and Status. A blue arrow points from the 'Control panel' to the 'Invite Parents' form, and another blue arrow points from the form to the table.

Student	Class	Parent's Name	Main Contact?	Email	Status
Rob Mackenzie	A	Will Mackenzie		example@parentemail.com	Invited

You will be able to edit the default message we suggest you send, if you want to, and you can also select which parents you want to send your invite to. This can help with prioritising certain families, whereas some schools will choose to send the invite only to the "Main" contact rather than to all contacts.

We recommend emailing the invite to all contacts, so that you have the highest chance of achieving the greatest attendance. If you are concerned both parents will book unnecessarily, this is unlikely, but you can prevent both from booking by editing your parents' evening and turning a related setting on.

Lastly, the invite includes an RSVP link, so that parents can Opt Out of future reminders and also explain why they cannot come.

7. Making/editing appointments for parents

Once your invites have been sent, and after the Booking Opens day/time has passed, parents will be able to make appointments.

Before booking officially opens, during the booking window, and after the deadline has passed, Admins can make and delete appointments for parents using the Manage Bookings page.

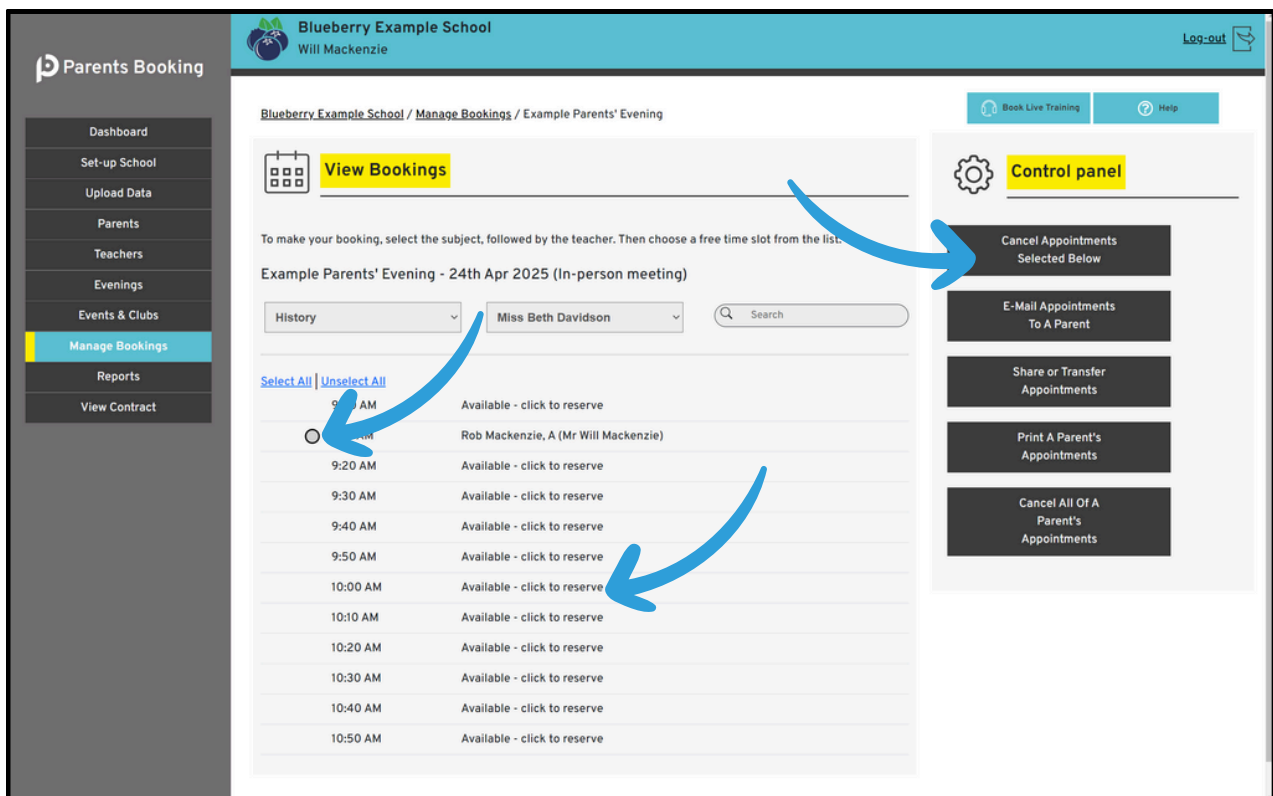
The screenshot displays the 'Manage Bookings' interface for Blueberry Example School. The sidebar on the left includes options like Dashboard, Set-up School, Upload Data, Parents, Teachers, Evenings, Events & Clubs, Manage Bookings (highlighted), Reports, and View Contract. The main content area features a 'View Bookings' section with a table listing events such as 'Parents' Evening' and 'Example Parents' Evening'. Below this is an 'Event Bookings' table and a 'School Clubs' table. On the right, a 'Control panel' contains a 'Login as Parent' button. Blue arrows highlight the 'View Bookings' table and the 'Login as Parent' button.

On the Manage Bookings page, you have the choice of logging in as a parent, OR using an Admin booking area. Each has their own benefits, but where you are making an entire schedule for a parent, perhaps across multiple students, logging in as a parent can be best.

However, if you click on a parents' evening name, you will be taking to an Admin booking page which shows all teachers and allows you to make bookings for any parents, with any teachers, by-passing rules and limits that might be in place for parents. You can also cancel, print, email, share (with another teacher) and transfer appointments to another teacher.

To make appointments, simply click on an appointment time that says "Available". You will then be asked to select which student and parent the appointment is for.

Appointments which you want to cancel need to be ticked (there's a 'Select All' option where you need to select all of a teacher's appointments), and the same is true for sharing and transferring appointments. Once the appointments are selected, use the buttons in the Control Panel on the right to complete the action.



Where a parents' evening has multiple dates, scroll down to view the correct date before making/editing appointments.

8. Chasing parents who have not booked yet

At any time, you can go to the **Dashboard > Options > Chase Parents** page and send parents a customised reminder to make their appointments.

The only parents shown on the Chase Parents page are those of students who have no appointments made for them so far. As soon as one parent makes appointments, both are removed, for the avoidance of doubt.

Blueberry Example School / Reports / List of parents who have not booked yet

List of parents who have not booked yet

Spring Term:Example Parents' Evening
Classes : A

Message Selected Parents | Message All Parents

Select All | Unselect All | Search

Student	Class	Parent's Name	RSVP Status	Contacts
<input type="checkbox"/>	Rob Mackenzie	A	Will Mackenzie	Unsubscribed 1 example@parentemail.com

Control panel

Chase Parents Email Message

N.B. As well as the text below, the e-mail parents are sent will include their name and explain to them where to go to login and make their appointments.

It has come to our attention that you have yet to make an appointment for our Example Parents' Evening. This event is on 22nd May 2024 from 09:00 to 11:00.

Parents who are Invited and Chased are able to RSVP no. Where they do this, you will not be able to Chase them. The example above shows where a parent has RSVP'd "no" (showing an "Unsubscribed" status).

9. Getting ready for the big day(s)

Three days or earlier, the Dashboard will start to show a “Time to finalise everything” notification which will also be emailed to the school Admins. These reminders help you to:

- Send parents who have not booked yet a reminder to do so
- Print/email teachers' appointment schedules
- Print/email parents a reminder of their appointments

Printing Teacher Schedules and Sending Reminders to Parents

Click the “Print/View Teacher Schedules’ button on the ‘Time to Finalise Everything’ notification banner OR go to **Dashboard > Options > Print, Email and View Teacher Schedules.**

- Click any teacher name to view, print or email their schedule.
- In the Control Panel you will find buttons for bulk-printing and bulk-emailing schedules for parents and/or teachers. In the case of teachers, their schedules can be printed with and without parent contact/personal information, and with and without available appointments on them.

The screenshot shows the 'Parents Booking' system interface for Blueberry Example School. The main content area displays a 'List of Teachers' table for the 'Spring Term: Example Parents' Evening'. The table lists three teachers: Miss Beth Davidson (History), Rob Mackenzie (Test), and Will Mackenzie (Test). To the right of the table is a 'Control panel' with a gear icon and several buttons. A blue arrow points from the 'List of Teachers' table to the 'Print All Teacher Schedules (Including Available Times)' button in the Control panel. Another blue arrow points from the 'Control panel' to the 'E-mail All Teachers Their Appointment Schedules' button.

Teacher Name	Subject
Miss Beth Davidson	History
Rob Mackenzie	Test
Will Mackenzie	Test

Control panel buttons:

- Print Teacher Appointment Schedule(s)
- Print All Teacher Schedules (Including Available Times)**
- Print All Teacher Schedules Without Comments (Including Available Times)
- Print All Teacher Schedules (No Parent Comments)
- Print All Parent Appointment Schedules
- Print One Parents' Appointment Schedule
- Add Breaks or Extend Teacher Schedules
- E-Mail Appointment Reminder to All Parents
- E-mail All Teachers Their Appointment Schedules**

We recommend clicking the buttons highlighted above.

10. Reports / checking stats

Check your parents' evening's statistics, before, during and after booking, using **Dashboard > Options > Check Stats** OR the Reports page.

Blueberry Example School
Will Mackenzie

Parents Booking

- Dashboard
- Set-up School
- Upload Data
- Parents
- Teachers
- Evenings
- Events & Clubs
- Manage Bookings
- Reports**
- View Contract

Blueberry Example School / Reports / Reports before parents' evenings

Reports before parents' evenings

Booking Chart (Total Students: 28)

- Students Not Booked: 28.6%
- Total Bookings: 71.4%

Attended Chart (Total Bookings: 10)

- Meeting Not Attended: 100%

Reports: 2nd Example Parents' Evening

Register classes: Year 8 8D

Number of children: 28

Number of parents: 45

Percentage of students whose parent(s) have made a booking: 28%

Register classes: Year 8 8D

Number of children: 28

Number of parents: 45

Percentage of students whose parent(s) have made a booking: 28%

Available appointments remaining: 2390 (99%)

Number of bookings: 10 (1%)

Average appointments available per teacher: 57

Popular Appointment Times

Frequency

Time

Type of report

- List of parents who have not booked yet:
- List of parents who have booked:
- List of bookings:
- List of teachers and appointments:
- List of subjects parents didn't book:
- List of parents who RSVP'd 'No':
- List of video meetings that did not 'connect':

Submit

Pie charts and bar graphs display information related to appointments, but you can also check the % of appointment booked and remaining, see who has RSVP'd "No" and check which video meetings did not connect.

If you look at reports for parents' evenings that are in the past, you can even check which were the most popular appointment times.

Other guides you can download

- [Setting up a video/hybrid parents' evening](#)
- [Instruction guide for your school's teachers](#)
- [Instruction guide for your school's parents](#)
- [Admin guide for setting up events, clubs and wraparound care booking \(as well as online payments\)](#)

Guides for slightly more niche topics

- [Parent guide to share their appointments with other parents](#)
- [Admin guide to share a parent's appointments with 2+ teachers](#)
- [Admin guide to create a login account for a Translator, and inviting them to join selected meetings](#)

Support

If you need help, please reach out to our [support team](#).