



Parents' Meetings

Booking your interviews: a parent's guide



Step 1: Log in

Fill out the details on the page then click the **Log In** button.

A confirmation of your appointments will be sent to the email address you provide.

Green Abbey School

Tes Parent Meetings

Welcome to the Green Abbey parents' evening, clubs & events booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.
This text can be customised!

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date of Birth: 20 July 2000

[Log In](#)

[Teacher Login](#) | [Administrator Login](#)

Powered by schoolcloud

! Tip: If you're unsure of the correct login page, please contact your school for the right Parents' Meetings login URL, as each school has its own unique link.

Step 2: Select parents' evening

Click on the date you wish to book.

Unable to make any of the dates listed? Click **I'm unable to attend**.

Whole School Parents Evening

Please book in with all the teachers required

Click a date to continue

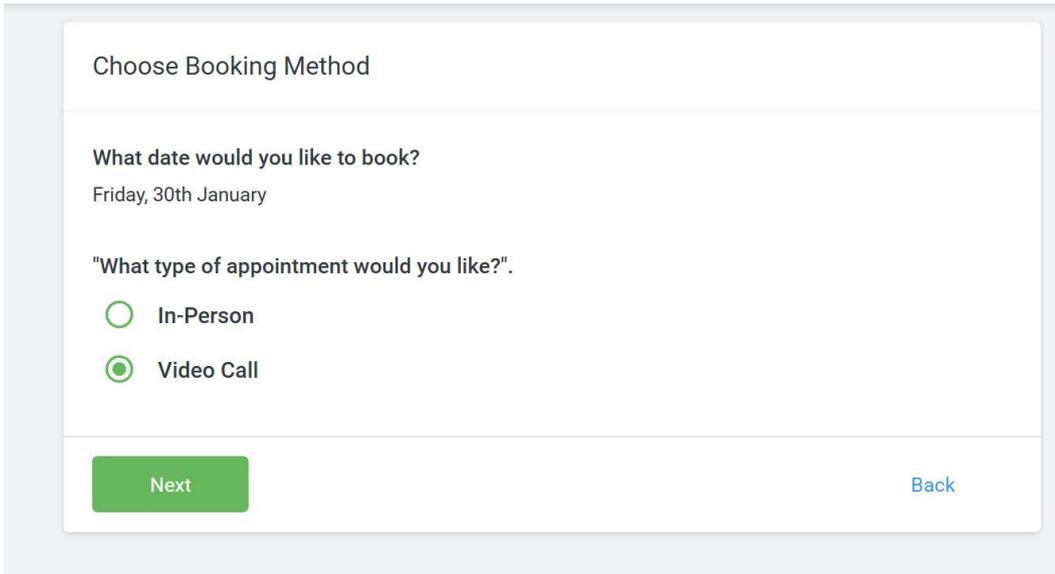
Friday, 30th January
In-person & video call
[Open for bookings](#)

[I'm unable to attend](#)

Step 3: Select in-person or video (if applicable)

If your school has enabled the hybrid meetings option (both **Video Call** and **In-Person** appointments), choose which type of meeting you want to book. Then press the **Next** button.

If your school is offering in person only or video only, this step will be skipped automatically.



Choose Booking Method

What date would you like to book?
Friday, 30th January

"What type of appointment would you like?"

In-Person

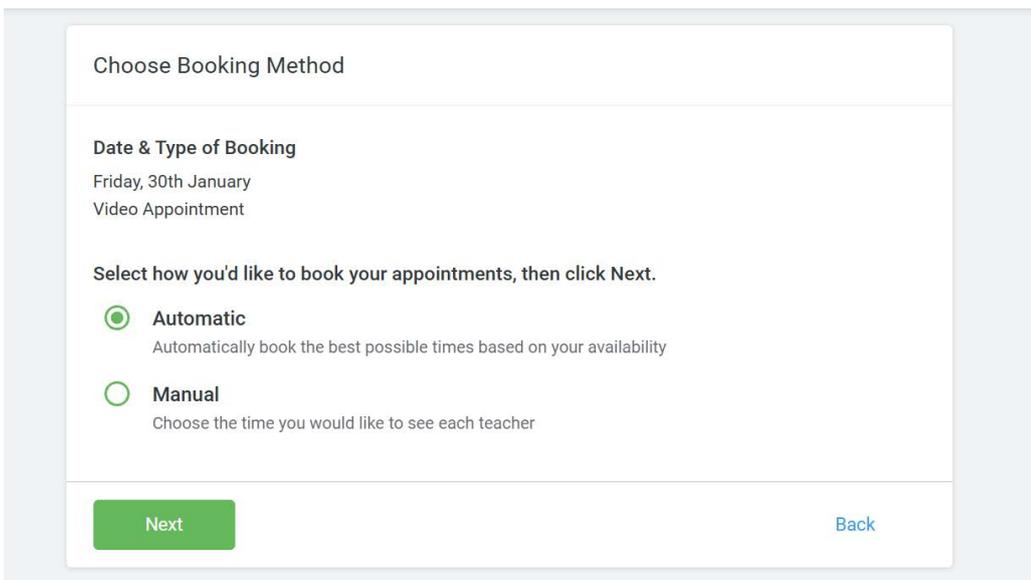
Video Call

Next Back

Step 4: Select booking mode

Choose **Automatic** if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose **Manual**. Then press the **Next** button.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Booking Method

Date & Type of Booking
Friday, 30th January
Video Appointment

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next Back

If you selected **Automatic**, please proceed to page 4, automatic bookings. If you selected **Manual**, please proceed to page 7, manual bookings.

Automatic bookings

Step 5A: Select availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screenshot shows a 'Choose Teachers' interface. At the top, it says 'Choose Teachers' and 'Select the teachers you wish to see, then click below to continue.' Below this is a section titled 'Choose earliest and latest times' with a horizontal slider. The slider has markers at 14:00, 15:00, 16:00, 17:00, and 18:00. The text below the slider indicates 'Your availability: 14:00 - 18:00'. Below the slider is a list of teachers, each with a checkbox and a 'Select All' link. The teachers listed are: Ben Abbot (checkbox checked), A Abell (checkbox checked, Headteacher), Adrian Blacker (checkbox checked, Religious Ed), James Brown (checkbox unchecked, SENCO), Lynn Chase (checkbox unchecked, Year 11), Lynn Chase (checkbox unchecked, Year 7 tutor group), and Geraint Davies (checkbox checked, Music).

Step 6A: Choose teachers

Select the teachers you'd like to book appointments with. A **green tick** indicates they're selected. To de-select, click on their name. Then press the **Generate Appointments** button.

The screenshot shows a 'Choose teachers' interface with a grid of teacher names and subjects. Each entry has a checkbox. The teachers listed are: Julia Estaphan (Biology, Chemistry, Physics), Anthony Gray (English Class, Videography Group), Helen Green (PSE, Test), Kevin Jacobs (History, Newton), Jeremy Sinclair (English), Vincent Stockill (Information Tech), Delia Mumford (Mathematics), and Anne Wheeler & Edith Waters (Class 11A). A Teacher (Monday Club) is also listed. At the bottom, there is a green 'Generate Appointments' button and a blue 'Back' link.

Step 7A: Book appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for two minutes. Please take a moment to double check all teachers you selected are represented. To confirm your appointments, press the green **Accept Appointments** button at the bottom left and proceed to step 8A.

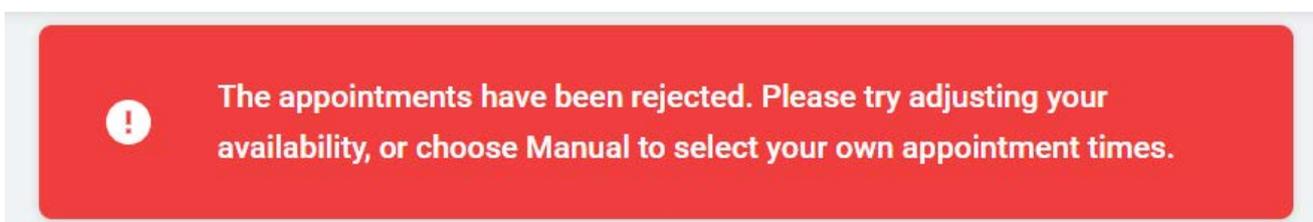
Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject
14:00	A Abell	Ben Abbot	Headteacher
30 seconds gap			
14:10	Adrian Blacker	Ben Abbot	Religious Ed
30 seconds gap			
14:20	Geraint Davies	Ben Abbot	Music

Accept Appointments **Reject Appointments**

Not happy with your appointment schedule? To make changes, press the red **Reject Appointments** button at the bottom right. An on-screen notification will appear saying that your appointments have been rejected.



You'll then be returned to Step 3. Reselect your booking method and press the **Next** button.

You're now back at Step 4. Here, you can switch to **Manual** booking mode (see page 7) or stay on **Automatic** mode and adjust your availability (Step 5A) and/or the teachers you wish to meet with (Step 6A) and try again.

Choose Booking Method

Date & Type of Booking
 Friday, 30th January
 Video Appointment

Select how you'd like to book your appointments, then click Next.

Automatic
 Automatically book the best possible times based on your availability

Manual
 Choose the time you would like to see each teacher

Next
Back

Step 8A: Finished

You're done! All your bookings now appear on the **My Bookings** page. An email confirmation has been sent and you can also print appointments by pressing **Print**. Click **Subscribe to Calendar** to add these and any future bookings to your calendar.

To change your appointments, press **Amend Bookings**. To invite an additional participant, press **Invite Parent/Guardian**.

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Friday, 30th January
Video call

Whole School Parents Evening
5 appointments from 14:10 to 14:59

Print
 Amend Bookings
 Invite Parent/Guardian
 Subscribe to Calendar

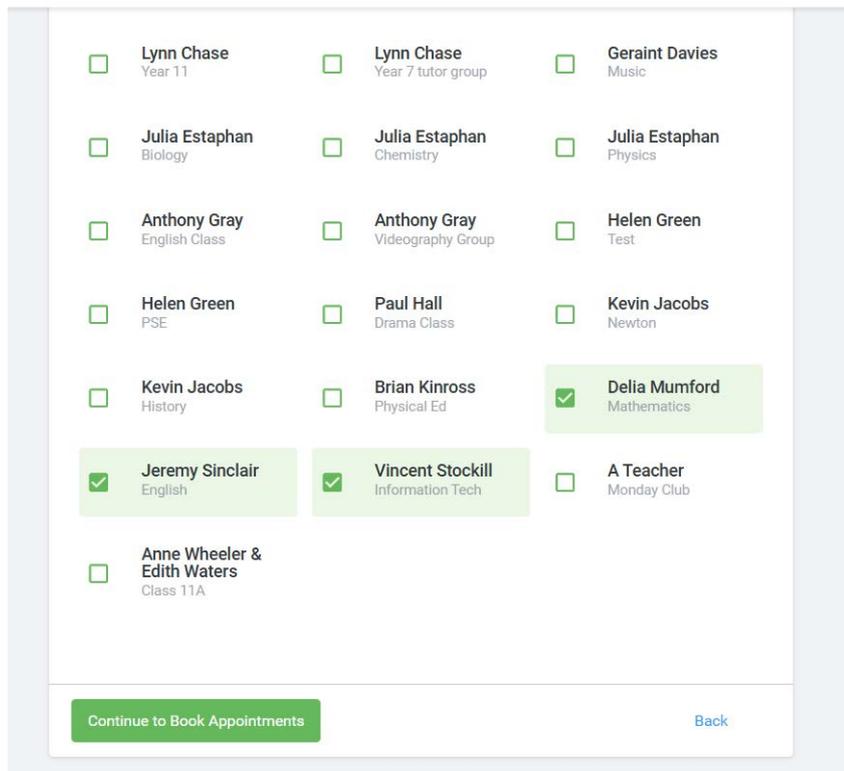
Please book in with all the teachers required

	Teacher	Student	Subject
14:10	A Abell	Ben Abbot	Headteacher
30 second gap			
14:20	Adrian Blacker	Ben Abbot	Religious Ed
30 second gap			
14:30	Julia Estaphan	Ben Abbot	Chemistry
30 second gap			
14:40	Anthony Gray	Ben Abbot	English Class
30 second gap			

Manual bookings

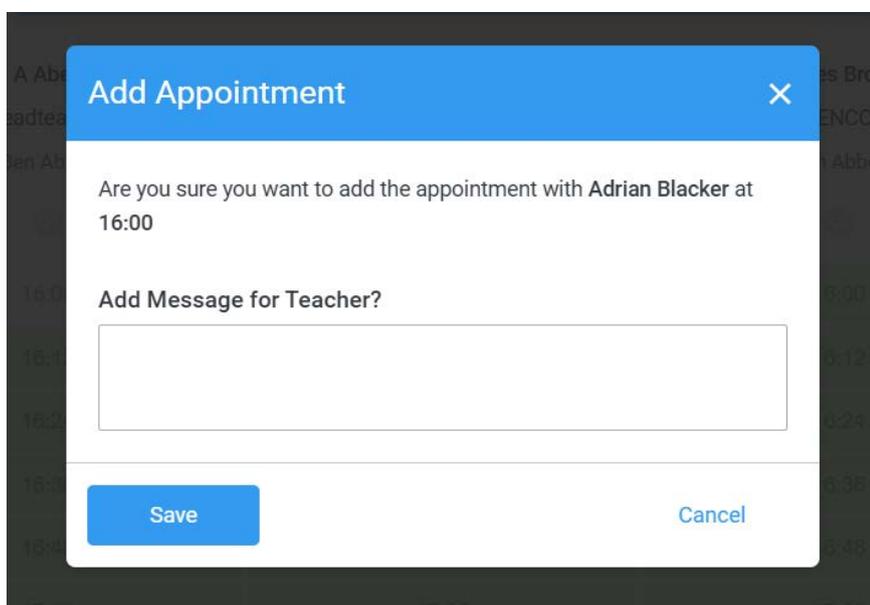
Step 5M: Choose teachers

Select the teachers you'd like to book appointments with. A **green tick** indicates they're selected. To de-select, click on their name. Then press the **Continue to Book Appointments** button.



Step 6M: Book appointments

To book an appointment, click a **green cell**. Depending on how your school has configured Parents' Meetings, you may also have the option to add a message for the teacher. To confirm the appointment, press the **Save** button.



Once you click the **Save button**, the time will change to a **blue cell**. A **greyed-out cell** means the timeslot is unavailable. To change an appointment time, hover over the blue box and click **Delete**. Then choose an alternate time.

	A Abell Headteacher Ben Abbot ✔	Adrian Blacker Religious Ed Ben Abbot ✔	Julia Estaphan Chemistry Ben Abbot ✔	Anthony Gray English Class Ben Abbot ✔	Jeremy Sinclair English Ben Abbot ✔
14:00			+	+	+
14:10	✔				
14:20		✔			
14:30			+	+	+
14:40			+	+	+
14:50			+	+	+
15:00			+	+	+
15:10			+	+	+
15:20			+	+	+

Step 7M: Finalise your appointments

Once you're finished booking all your appointments, at the top of the page in the alert box, press **click here** to finish the booking process.

Finished - Appointments Saved

Your appointments have been saved and an email will be sent confirming your appointments.

✔ [click here](#) to view/print your appointments or invite another parent/guardian to the video call.

There is also an option to invite an additional parent/guardian to attend the video call after saving your appointment with the link above.

Step 8M: Finished

You're done! All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing [Print](#). Click [Subscribe to Calendar](#) to add these and any future bookings to your calendar.

To change your appointments, press [Amend Bookings](#). To invite an additional participant, press Invite Parent/Guardian.

Whole School Parents Evening **Friday, 30th January**
Video call

5 appointments from 14:10 to 14:59

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

Please book in with all the teachers required

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30 second gap			



For more helpful information, visit our Knowledge Base.

Together, we build trusted education solutions



Find out more: [tes.com](https://www.tes.com)