

# Parents' Guide for Booking Appointments

Browse to <https://peartreespring.parentsevensystem.co.uk/>

## Step 1: Login

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.

Please use your child's legal forename and surname.



## Step 2: Select Parents' Evening

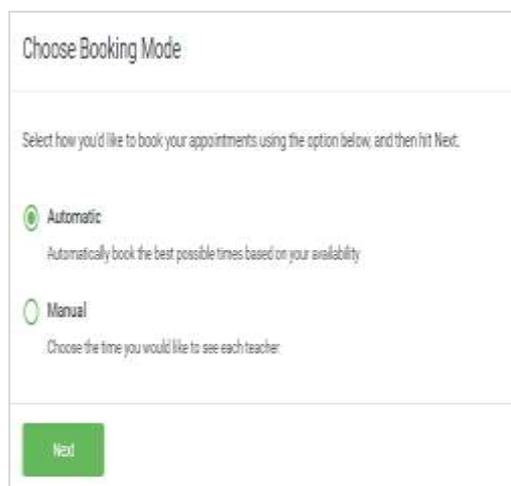
Click on the date you wish to book.



## Step 3: 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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

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



**Choose Teachers**  
 If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Andrew

Miss B Patel  
Class 10E

[Continue to Book Appointments](#)

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Time	Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English	08
17:20	Mrs A Wheeler	Ben	Mathematics	06
17:40	Miss B Patel	Andrew	French	14

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H8) Andrew	Mrs A Wheeler Class 11A (S, T) Ben
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

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

**My Bookings**

Ben

Ben

Ben

Time	Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English	08
17:20	Mrs A Wheeler	Ben	Mathematics	06
17:40	Miss B Patel	Andrew	French	14

## Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.