

Marden Bridge Middle School



Parents' Evenings Guide for Booking Appointments

From September 2017, all parents' evening appointments will be booked and managed online using parentseveningsystem.co.uk. To access our bookings site, please follow the link shown below on a computer, tablet or smartphone.

The system will open for bookings 14 days prior to each parents evening.

<https://mardenbridgemiddle.parentseveningsystem.co.uk/>

* If you do not have internet access you can still make appointments. Please contact the school by telephone on 0191 2008725 for options

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

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 preferred forename in the first instance. If this doesn't work, try their legal or full name.

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

<p>Thursday, 16th March <small>Open for bookings</small></p> <p>Friday, 17th March <small>Open for bookings</small></p> <p>I'm unable to attend</p>	<p>></p> <p>></p>
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Step 2: Select Parents' Evening

Click on the date you wish to book.

If you are unable to make all of the dates listed, click '*I'm unable to attend*'.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

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*.

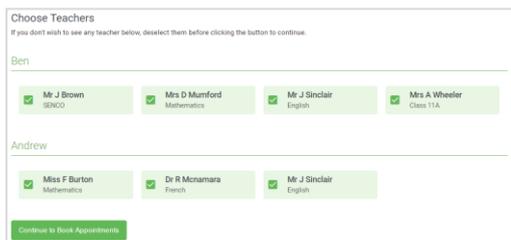
* We recommend choosing the automatic booking mode when browsing on a mobile phone.

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.

You may book other teachers not listed on the screen by pressing the *Add Another Teacher* button.

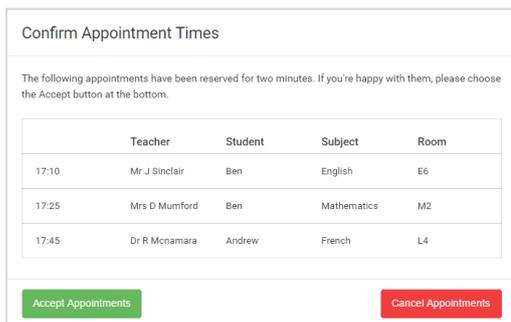
To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.



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).

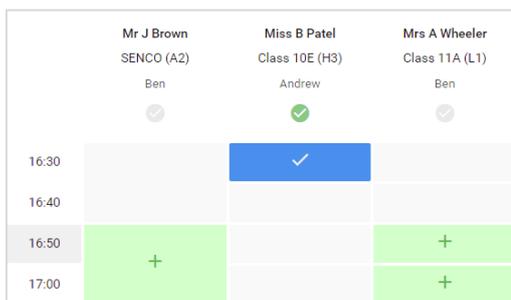


	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Step 5b (Manual): Book Appointments

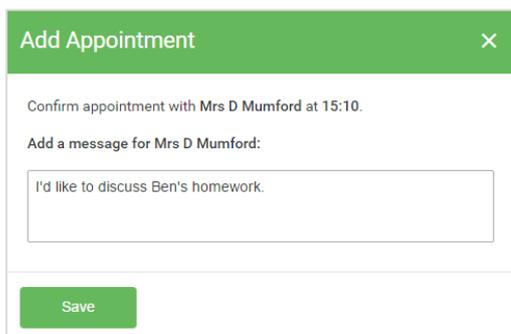
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

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



After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

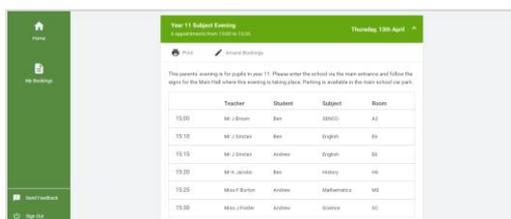
Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



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*.



Teacher	Student	Subject	Room	
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr R. Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M2
15:30	Mrs A Wheeler	Andrew	Science	S2

If you encounter any problems or need further assistance, please don't hesitate to contact MBMS IT support:

support@mbms.org.uk