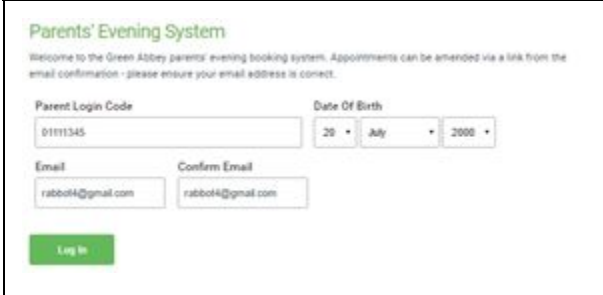
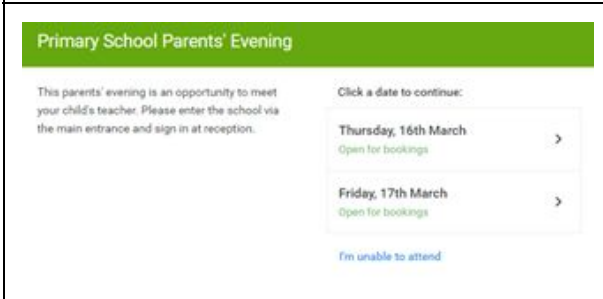
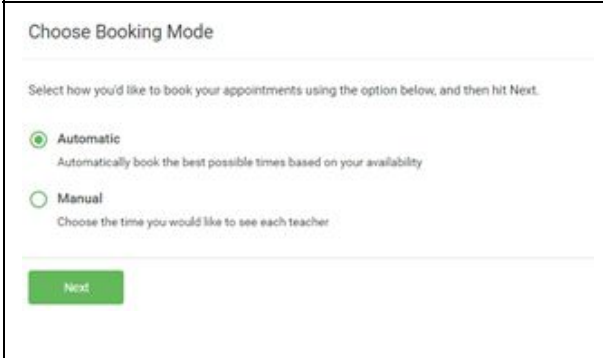
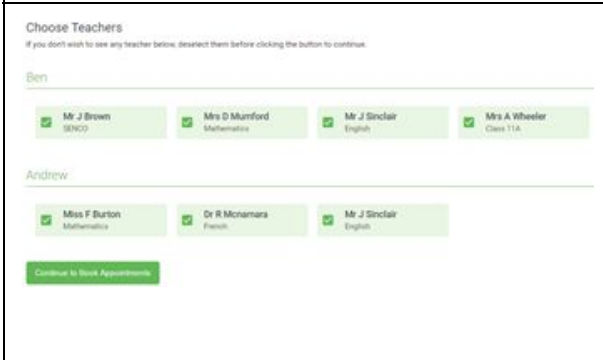


**Parents' Guide for Booking Appointments** - visit <https://chelseaacademy.parentseveningsystem.co.uk/>

	<p><b>Step 1: Login</b></p> <p>Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.</p> <p>Enter your unique login code found in the letter.</p>
	<p><b>Step 2: Select Parents' Evening</b></p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
	<p><b>Step 3: Select Booking Mode</b></p> <p>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 <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile phone.</p>
	<p><b>Step 4: Choose Teachers</b></p> <p>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.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>

<p><b>Confirm Appointment Times</b></p> <p>The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.</p> <table border="1"> <thead> <tr> <th></th> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>17:10</td> <td>Mr J Sinclair</td> <td>Ben</td> <td>English</td> <td>E6</td> </tr> <tr> <td>17:25</td> <td>Mrs D Mumford</td> <td>Ben</td> <td>Mathematics</td> <td>M2</td> </tr> <tr> <td>17:45</td> <td>Dr R McNamara</td> <td>Andrew</td> <td>French</td> <td>L4</td> </tr> </tbody> </table> <p>Accept Appointments <span style="float: right;">Cancel Appointments</span></p>		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	<p><b>Step 5a (Automatic): Book Appointments</b></p> <p>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.</p> <p>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).</p>
	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																	
 <p><b>Add Appointment</b> ✕</p> <p>Confirm appointment with Mrs D Mumford at 15:10.</p> <p>Add a message for Mrs D Mumford:</p> <p>I'd like to discuss Ben's homework.</p> <p>Save</p>	<p><b>Step 5b (Manual): Book Appointments</b></p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>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.</p> <p>Once you're finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p>																				
	<p><b>Step 6: Finished</b></p> <p>You're now on the <i>My Bookings</i> page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing <i>Print</i>.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>																				