

Parents' Guide for Booking Appointments

Browse to <https://poltair.parentseveningsystem.co.uk/>



The form contains fields for First Name, Surname, Email, and a checkbox for 'Remember Me'. Below it is a 'Parent Details' section with fields for First Name, Surname, and a dropdown for 'Year 6 Book'.

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.



The screen shows a list of events: 'Thursday 16th March' and 'Friday 17th March'. There is a link 'I'm unable to attend' at the bottom.

Step 2: Select the event e.g. Academic Review Evening

Click on the date you wish to book.

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



The screen has two radio buttons: 'Automatic' (selected) and 'Manual'. A 'Next' button is at the bottom.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest an appointment based on the time you have available to attend. To pick the time to book choose *Manual*. Then press *Next*.

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



The screen shows two teacher names: 'Mr J Brown' and 'Mrs A Wheeler'. Both have green checkmarks. A 'Continue with Appointment' button is at the bottom.

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 have been allocated to see. A green tick indicates they're selected. To de-select, click on their name.



The screen shows a table with columns: Teacher, Student, Subject, Status, and Book. There are 'Accept Appointment' and 'Cancel Appointment' buttons at the bottom.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see a provisional appointment which is held for 2 minutes. To keep this time, choose *Accept* at the bottom left.

If it wasn't possible to book during the times you are able to attend, please contact us to arrange a possible alternative date.



The grid shows time slots (16:00, 16:45, 17:30) and teachers (Mr J Brown, Mrs A Patel, Mrs A Wheeler). Green cells indicate available slots, blue cells indicate booked slots, and grey cells indicate unavailable slots.

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.

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.



The page shows a list of booked appointments with columns for Date, Time, Teacher, and Subject. There are buttons for 'Print', 'Subscribe to Calendar', and 'Amend Bookings'.

Step 6: Finished

Your booking will now appear on the My Bookings page. An email confirmation will be 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 appointment, click on *Amend Bookings*.