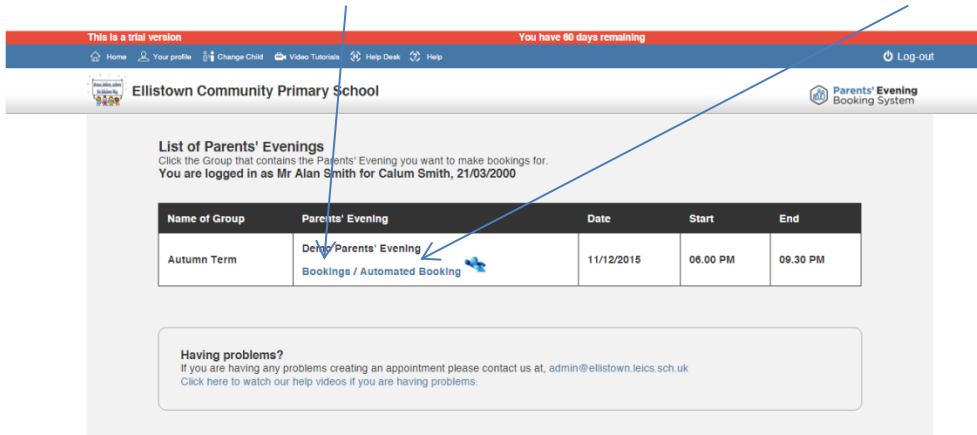


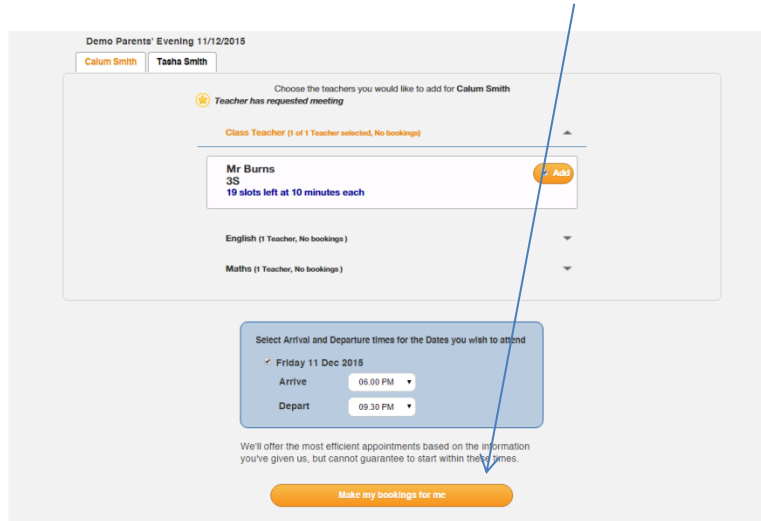
Automated Booking Wizard Instructions

The Parents evening Booking System now has a new 'Automated Booking' wizard available. This is a new way of booking and will allow you to enter your availability and choose which teachers you want to see before returning with the most efficient way to see all these teachers. You can use the tabs at the top of the page to book for all your children at once too. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book.

When you log in to make you appointments you will notice a change to the first page. You can choose to pick the traditional way of making appointments (click her) or use the automated Booking Wizard (Click her)



Once in the automated booking you will a screen similar to that shown below, simply tick the subject teachers you wish to see, add in your desired arrival and departure times, then click "make my bookings for me."



The next screen will ask you to confirm these bookings – It will have picked the most efficient set of times available. You are then able to email, print or cancel your bookings just like you always have been able to.

