



# Parents Booking

**Parent Guide**

## On the Agenda:



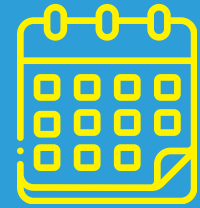
How do I login?



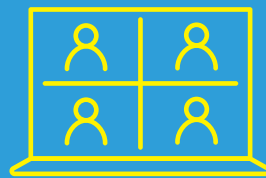
Dashboard



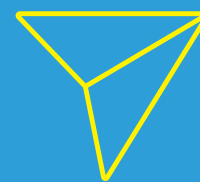
Suggest Bookings for Me



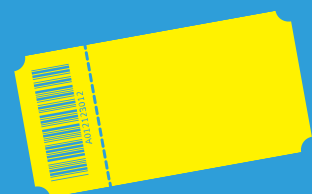
Make/Edit My Own Bookings



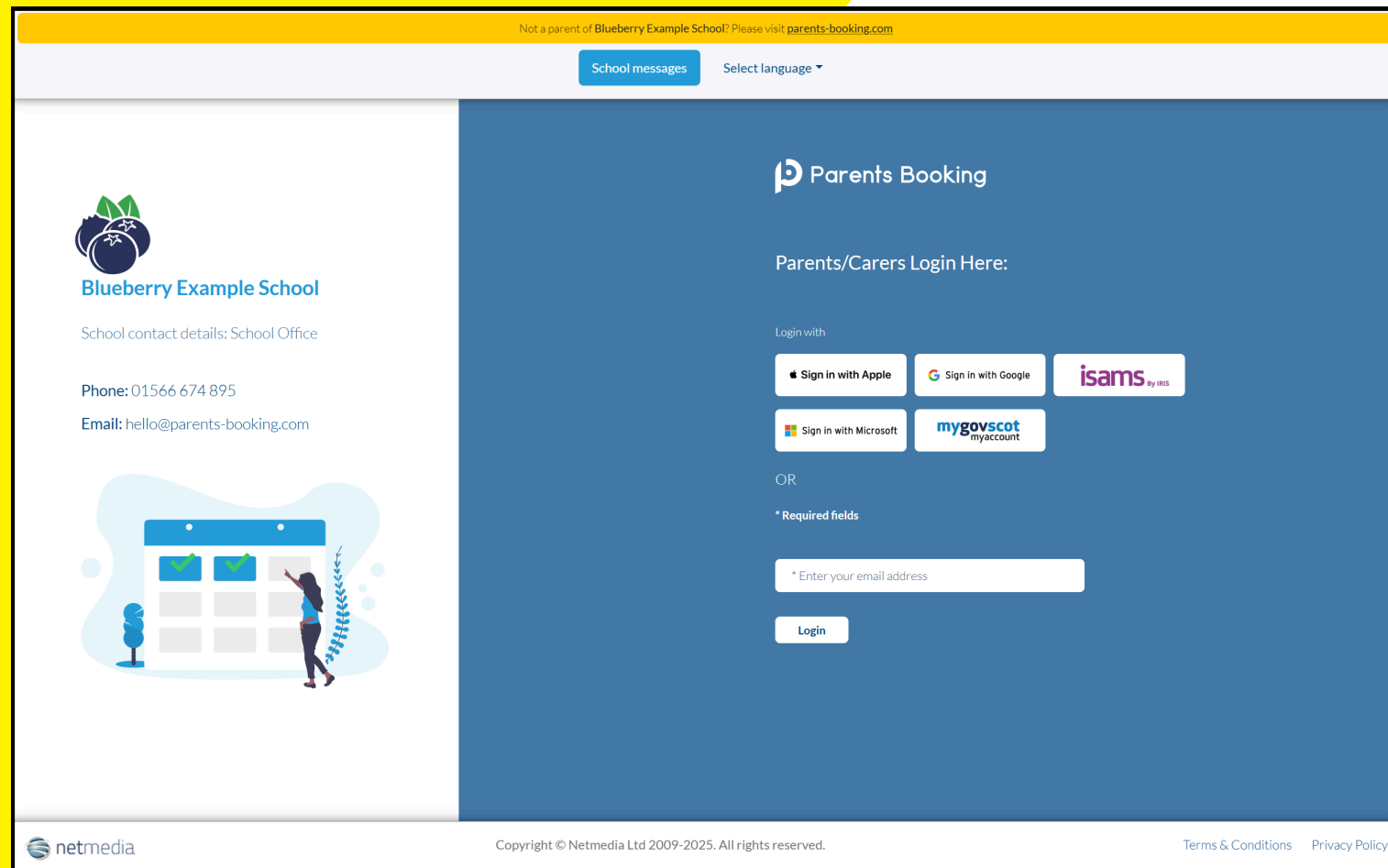
Joining Video Meetings



Sharing Your Video Meetings with Others



Booking an Event/Club



## How do I login?

Your school will send you an invite. This invite has a web link for your school's login page, which may be through other technology your school already used, OR a login page similar to the screenshot on the left.

If you do not know where to login, search for your school at [www.parents-booking.co.uk](http://www.parents-booking.co.uk), or [www.parents-booking.live](http://www.parents-booking.live) (America and Canada), or [www.parentsbooking.com.au](http://www.parentsbooking.com.au) (Australia)

On the login page you will be able to login using one or more of the following ways:

- A single sign-on button, e.g. Google
- A Magic Link sent to the parent's email
- By typing in some personal information
- Using a username and password

### Advice:

- If you do not know your login details, check your invite email. This typically explains exactly what to type in.
- If you still cannot login, contact your school using the contact information on the login page.



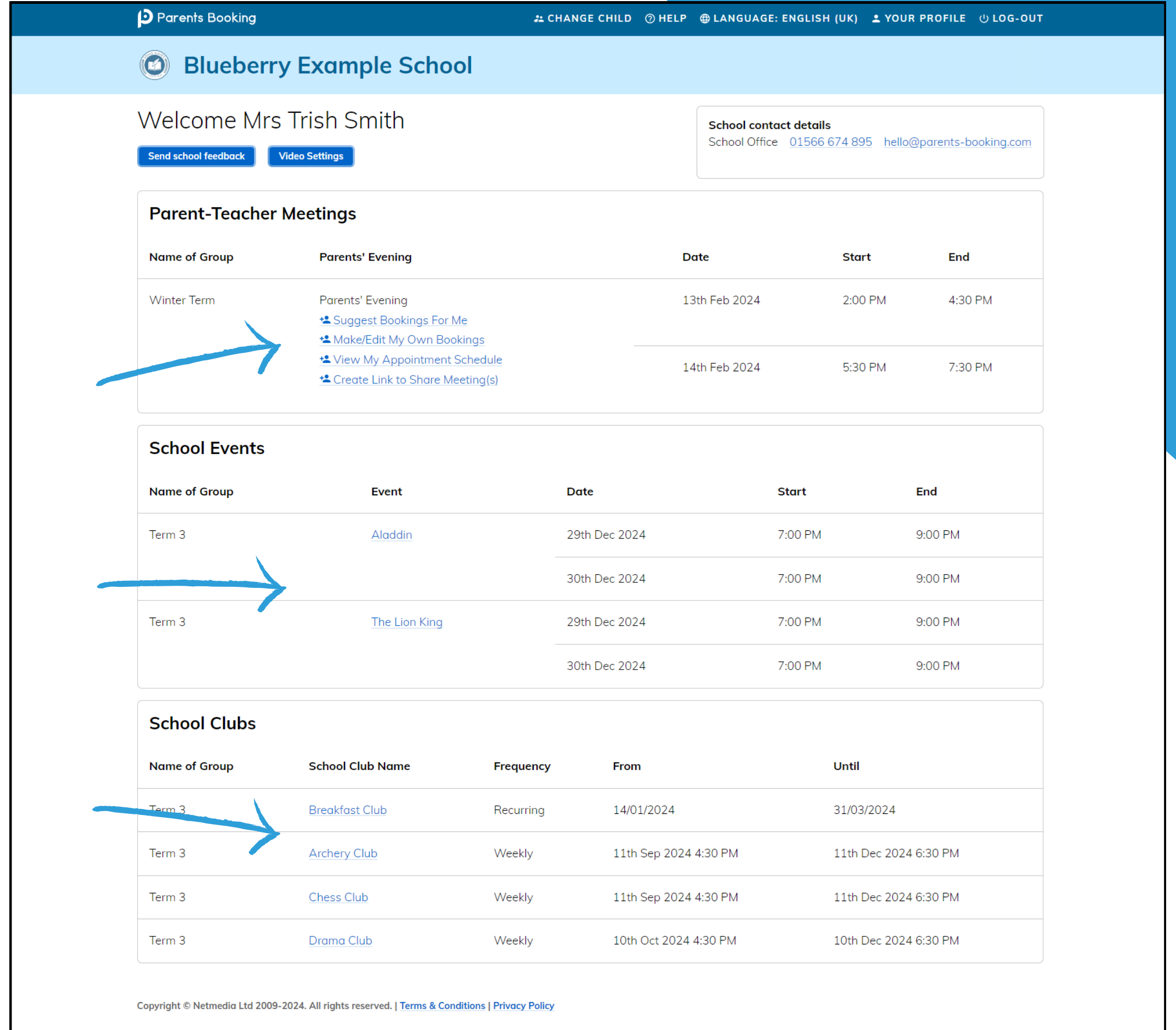
# Dashboard

After logging in you will be shown any parents' evenings, events or clubs that are open or forthcoming.

For parents' evenings, you have two choices of how to make appointments, with explanations for both on the following slides:

- Suggest Bookings for Me
- Make/Edit My Own Bookings

You can also make event, club or wraparound bookings by clicking on their names.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

## Blueberry Example School

Welcome Mrs Trish Smith

[Send school feedback](#) [Video Settings](#)

**School contact details**  
School Office 01566 674 895 [hello@parents-booking.com](mailto:hello@parents-booking.com)

### Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Winter Term	Parents' Evening	13th Feb 2024	2:00 PM	4:30 PM
	<a href="#">Suggest Bookings For Me</a> <a href="#">Make/Edit My Own Bookings</a> <a href="#">View My Appointment Schedule</a> <a href="#">Create Link to Share Meeting(s)</a>	14th Feb 2024	5:30 PM	7:30 PM

### School Events

Name of Group	Event	Date	Start	End
Term 3	<a href="#">Aladdin</a>	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM
Term 3	<a href="#">The Lion King</a>	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM

### School Clubs

Name of Group	School Club Name	Frequency	From	Until
Term 3	<a href="#">Breakfast Club</a>	Recurring	14/01/2024	31/03/2024
Term 3	<a href="#">Archery Club</a>	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	<a href="#">Chess Club</a>	Weekly	11th Sep 2024 4:30 PM	11th Dec 2024 6:30 PM
Term 3	<a href="#">Drama Club</a>	Weekly	10th Oct 2024 4:30 PM	10th Dec 2024 6:30 PM

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Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Blueberry Example School

Return to Dashboard

Suggest bookings for me

Teachers have requested meetings with you.

Tom Smith | Tara Smith

**Tom Smith**

Select all available teachers

- AVAILABLE: Mr Boyer, senco, 45 slots left at 5 minutes each
- AVAILABLE: Mr Forwood, Science, 30 slots left at 5 minutes each
- AVAILABLE: Miss Hall, Science, 51 slots left at 5 minutes each
- AVAILABLE: Mr Holmes, PE, 53 slots left at 5 minutes each
- AVAILABLE: Miss Jones, English, 53 slots left at 5 minutes each
- AVAILABLE: Mr Mackenzie, English, 51 slots left at 5 minutes each
- AVAILABLE: Miss Neill, Geography, 54 slots left at 5 minutes each
- AVAILABLE: Mrs Ross, Finance, 54 slots left at 5 minutes each
- AVAILABLE: Test Senco, Test Senco, 53 slots left at 5 minutes each
- AVAILABLE: Stephanie Test, Music, 54 slots left at 5 minutes each

When are you able to attend?

Day 1

Tuesday 13 Feb 2024 (In-Person)

Arrive: 2:00 PM | Depart: 4:30 PM

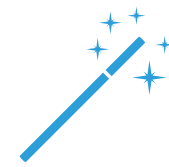
Day 2

Wednesday 14 Feb 2024 (Video Call)

Arrive: 5:30 PM | Depart: 7:30 PM

Allow other parents and carers of this student to join video calls?

Make my bookings for me



# Suggest Bookings for Me

The Suggest Bookings for Me option is our wizard, which will ask you:

1. To choose the teachers you want to book (across multiple students, if applicable), and
2. When you are available

The magic of Parents Booking then calculates the most efficient order for your appointments.

Once you have confirmed your appointments, you can send yourself an email or print your schedule, and then you're done!

Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Blueberry Example School

Return to Dashboard

Request a Translator | Print | Email | Cancel All Bookings | Add bookings to calendar | Send Feedback

**Tasha Smith**

- BOOKED: Miss Care, Business Management, 22 Nov 2023, 17:50
- BOOKED: Mr Forwood, Science, 22 Nov 2023, 17:55
- BOOKED: Mr Holmes, PE, 22 Nov 2023, 18:00
- BOOKED: Test 123, test 123, 22 Nov 2023, 18:30

**Calum Smith**

- BOOKED: Mr Forwood, Science, 22 Nov 2023, 17:30
- BOOKED: Mr Mackenzie, English, 22 Nov 2023, 17:35
- BOOKED: Mr Holmes, PE, 22 Nov 2023, 17:40
- BOOKED: Mrs James, Maths, 22 Nov 2023, 17:45

Parents Booking | CHANGE CHILD

Blueberry Example School

Return to Dashboard

Your booking schedule

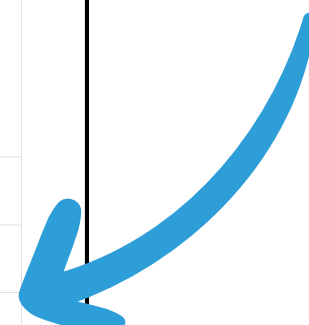
Request a Translator | Print your bookings | Email your bookings | Add bookings to calendar

Parents' Evening

Blueberry Example School  
School Office 01566 674 895 | hello@parents-booking.com

Appointments for Mrs Trish Smith

Date	Time	Student Name	Teacher Name	Subject	Room
Tuesday 13th Feb 2024 In-Person	2:00 PM (5 minutes)	Tom Smith	Mr Mackenzie	English	
Tuesday 13th Feb 2024 In-Person	2:05 PM (5 minutes)	Tom Smith	Mr Holmes	PE	
Tuesday 13th Feb 2024 In-Person	2:10 PM (5 minutes)	Tom Smith	Miss Hall	Science	
Tuesday 13th Feb 2024 In-Person	2:15 PM (5 minutes)	Tom Smith	Miss Neill	Geography	
Tuesday 13th Feb 2024 In-Person	2:20 PM (5 minutes)	Tara Smith	Mr Holmes	PE	
Tuesday 13th Feb 2024 In-Person	2:25 PM (5 minutes)	Tara Smith	Miss Jones	English	
Tuesday 13th Feb 2024 In-Person	2:30 PM (5 minutes)	Tara Smith	Miss Neill	Geography	





# Make/Edit My Own Bookings

To make appointment times for yourself, or to edit your appointments, use the Make Bookings for Myself on the Dashboard.

To make appointments:

1. Select the correct subject
2. Select the correct teacher (if there are multiple)
3. Click on Book to make the appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have previously made.

When you are finished you can print or e-mail your appointment confirmation from the right panel.

Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Create bookings for Tom Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Parents' Evening 13th Feb 2024 (In-Person)

English	2	Finance	✓	Humanities	1	Music	1	PE	✓
Science	2	senco	1	Test	1				

Finance

Time	Duration	Action	Status
2:00 PM	5 mins	Modify	THIS BOOKING
2:05 PM	5 mins	Book	APPOINTMENT
2:10 PM	5 mins	Book	AVAILABLE
2:15 PM	5 mins	Book	AVAILABLE
2:20 PM	5 mins	Book	AVAILABLE
2:25 PM	5 mins	Book	AVAILABLE
2:30 PM	5 mins	Book	AVAILABLE
2:35 PM	5 mins	Book	AVAILABLE
2:40 PM	5 mins	Book	AVAILABLE
2:45 PM	5 mins	Book	AVAILABLE

Your appointments

Mrs Ross  
Finance  
Tom Smith  
2:00 PM 13th Feb 2024

Mr Holmes  
PE  
Tom Smith  
2:05 PM 13th Feb 2024

Booking instructions

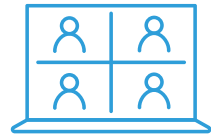
Print your bookings

Email your bookings

Request a Translator

Cancel all bookings

Add bookings to calendar



# Joining Video Meetings

On the day of the parents' evening, a blue "Join Video Appointment" button will show on your Dashboard 10-15mins before your first appointment, after you login.

Any time in advance of your video meeting you can test your internet browser, web cam, microphone and internet connection's compatibility by clicking 'Video Settings'.

When you are ready to join your video meetings, click 'Join Video Appointments'. You will enter a video meeting room, and will await your first appointment starting.

When your first appointment is due to begin, you will need to authorize use of your microphone and web cam, and then your meeting will start at the scheduled time. **Meetings run exactly to schedule and will end and move on automatically.**

Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Blueberry Example School

Welcome Mrs Trish Smith

Send school feedback | Video Settings

School contact details  
School Office 01566 674 895 hello@parents-booking.com

Your video appointments are due to start soon. Please click 'Join Video Appointments' in advance of your scheduled meetings, if possible.

### Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Winter Term	Parents' Evening <a href="#">Suggest Bookings For Me</a> <a href="#">Make/Edit My Own Bookings</a> <a href="#">View My Appointment Schedule</a> <a href="#">Create Link to Share Meeting(s)</a>	9th Feb 2024	2:00 PM	5:30 PM
		14th Feb 2024	5:30 PM	7:30 PM

### School Events

Name of Group	Event	Date	Start	End
Term 3	Aladdin	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM
Term 3	The Lion King	29th Dec 2024	7:00 PM	9:00 PM
		30th Dec 2024	7:00 PM	9:00 PM

Parents Booking | CHANGE CHILD | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Blueberry Example School

Return to Dashboard

Video Call | Video Settings | Video Call Help | Diagnostics

Time Remaining: 02:52

Current call: Miss H Hall, Biology

Ms K King

Parent1

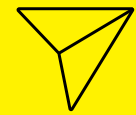
Miss H Hall

Ms K King

### Your call schedule

Active Video Meeting ID: RM42e4af573653a4158351185a7fcf551c

Time	Duration	Evening	Child	Teacher
2nd Aug 2022 10:00	5 mins	Example Parents' Evening	Calum Smith, S6	Miss H Hall, Biology



# Sharing Your Video Meetings with Others

Parents Booking

Blueberry Example School

Welcome Mrs Trish Smith

School contact details  
School Office 01566 674 895 hello@parents-booking.com

Your video appointments are due to start soon. Please click 'Join Video Appointments' in advance of your scheduled meetings, if possible.

### Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Winter Term	Parents' Evening <a href="#">Suggest Bookings For Me</a> <a href="#">Make/Edit My Own Bookings</a> <a href="#">View My Appointment Schedule</a> <a href="#">Create Link to Share Meeting(s)</a>	9th Feb 2024	2:00 PM	5:30 PM
		14th Feb 2024	5:30 PM	7:30 PM

### School Events

Name of Group	Event	Date	Start	End
Term 3	Aladdin	29th Dec 2024	7:00 PM	9:00 PM

Calum Smith - Confirmation of Appointments made for Parents Evening.

Dear Mr Alan Smith,

Thank you for making your appointments online using Parents Booking. Below is a list of the appointments you have booked for our event.

Please be aware that each appointment time and duration is listed below. After your appointment the next parent will be due to start their own appointment.

16:00 on 24th Nov 2021 for 19 minutes - For Tasha Smith with Miss B JONESY & Ms L Banksy, Spanish  
16:21 on 24th Nov 2021 for 5 minutes - For Tasha Smith with Mr Jim Forwood & m Smith, Science  
16:30 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr D James-Watling, Maths  
16:40 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr D Mackenzie & Mr Smith, English  
16:54 on 24th Nov 2021 for 4 minutes - For Calum Smith with Miss A Jones, English  
17:00 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Miss F Hall, Science  
17:10 on 24th Nov 2021 for 8 minutes - For Tasha Smith with Mr B Taylor & Mrs T Taylor, History  
17:20 on 24th Nov 2021 for 8 minutes - For Calum Smith with Miss D Neill, Geography  
17:30 on 24th Nov 2021 for 8 minutes - For Calum Smith with Miss F Hall, Science  
17:40 on 24th Nov 2021 for 8 minutes - For Calum Smith with Mr B Taylor & Mrs T Taylor, History  
17:52 on 24th Nov 2021 for 5 minutes - For Calum Smith with Mr Jim Forwood & m Smith, Science

**Video Meetings:** If you have booked a video appointment, please log back into Parents Booking and join your video meeting. The 'Join Video Appointments' button will appear on the Dashboard (the page can be downloaded [here](#)).

**Shareable Join Link:** You can share this email with other parents/carers who you want to join your appointments. Just ask them to click the link below, a few minutes before the first appointment, so that they can join your video meetings, as a separate participant, using a blue 'Join Video Appointments' button.  
<https://www.parents-booking.co.uk/public/meeting/join.do?r=MlPOFhI1PcIlqc5GEsvv0p7BghNIX5ik8C1M38HtM9bzbOEE%2Bisd5FDIHQkVMTEarI7E8ZrK0uBxxNV%2FJHUQ%3D%3D>

**Invitations for other parents/carers who want to join separately:** You can share this email or its appointment times with other parents/carers of your students, so that they can join your video meetings, as a separate participant, using a blue 'Join Video Appointments' button.

If you want to make more (or edit) bookings you will be able to do so here: <https://parents-booking.co.uk/blueberry>

Video meetings which you have booked can be shared with other users, so that they can join from a different location and device.

- Click "Create Link to Share Meeting(s)" on your Dashboard, or
- Share your confirmation email, which has a "Shareable Join Link" below the appointments

Parents Booking CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Book an event

**Aladdin**

Description: This is where the description would go.

Venue: School

Available bookings

Start: 29th Dec 2023 19:00  
End: 29th Dec 2023 21:00  
Tickets Remaining: 167 **AVAILABLE**

Start: 30th Dec 2023 19:00  
End: 30th Dec 2023 21:00  
Tickets Remaining: 169 **AVAILABLE**

How many tickets are you booking?  
There is a maximum of 2 Booking(s) per family

1

**Book Event**

**Existing bookings**

Total existing bookings: 1

Aladdin  
Mr. Alan Smith (1)  
Time: 30th Dec 2023 19:00 - 30th Dec 2023 21:00  
Ticket Id: blueberry - 2022 - 7465 - 1

**Cancel**

**Print Bookings** **Email Bookings**

Parents Booking CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) YOUR PROFILE LOG-OUT

Blueberry Example School

Return to Dashboard

Breakfast Club

Select the dates you would like to book for **Breakfast Club** (1st Nov 2023 - 31st Dec 2023)

Tickets cost **£1.00** per session, per person. You can cancel bookings you make up to 24 hours in advance.

Description: This breakfast clubs runs each week morning. Simply select the dates you would like to book, then tick the children you want to subscribe on each day.

**Club Calendar**

November 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 £1.00 Available	2 £1.00 Available	3 £1.00 Available	4	5
6 £1.00 Available	7 £1.00 Booked!	8 £1.00 Booked!	9 £1.00 Available	10 £1.00 Available	11	12
13 £1.00 Available	14 £1.00 Available	15 £1.00 Available	16 £1.00 Available	17 £1.00 Available	18	19
20 £1.00 Available	21 £1.00 Available	22 £1.00 Available	23 £1.00 Available	24 £1.00 Available	25	26
27 £1.00 Available	28 £1.00 Available	29 £1.00 Available	30 £1.00 Available			

**Your booking**

Select which children you want to book for each date or:

Select / deselect Calum Smith for all dates

Select / deselect Tasha Smith for all dates

Date	Child	Cost	Places Remaining
7th Nov 2023 7:00 AM - 9:00 AM	<input checked="" type="checkbox"/> Calum Smith <input checked="" type="checkbox"/> Tasha Smith	£2.00	13
8th Nov 2023 7:00 AM - 9:00 AM	<input checked="" type="checkbox"/> Calum Smith <input checked="" type="checkbox"/> Tasha Smith	£2.00	13

Total: **£4.00**

**Print booking** **Email booking** **Update booking**

# Events and Clubs

To book an event or club, click on the name of the event or club that date that you want to book tickets/places for on your Dashboard.

Within the event or club, you will be asked to pick the date, and then how many tickets (or which students) you want to book.

If the event requires an online payment, a "Book and Pay" button will be shown rather than a "Book" button. You will be taken to the school's preferred payment provider and asked to pay before being brought back to Parents Booking to receive your ticket/confirmation.

If your school asks you to pay using ParentPay, please make sure you press the big yellow 'Complete order and return to shop' button, otherwise your tickets will not be shown.