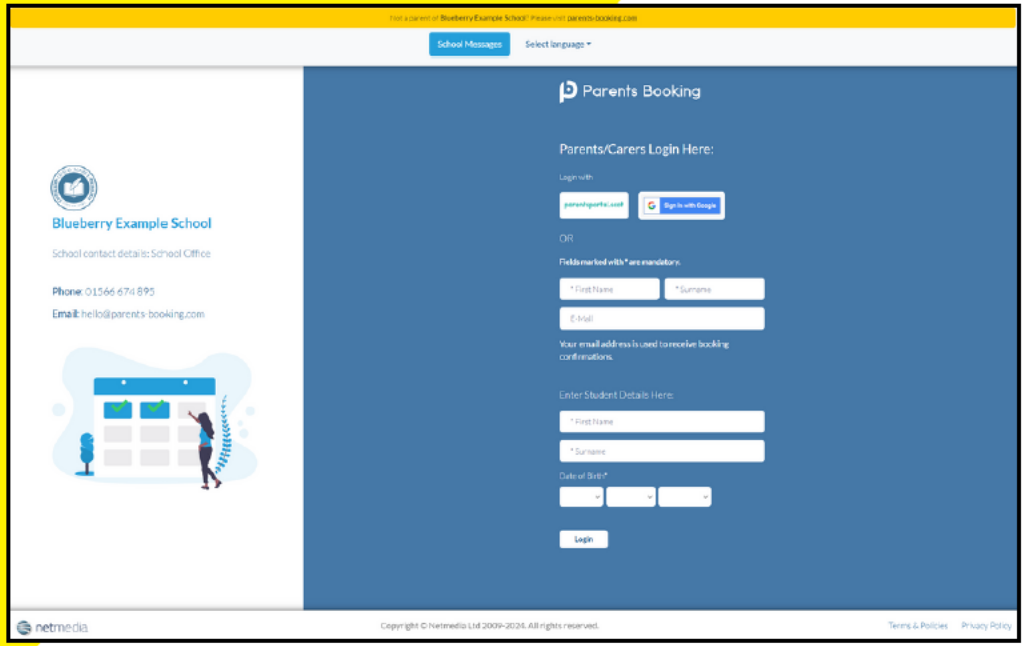
Parents Booking

Parent Guide



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.

To login to Trinity High School's booking system, navigate to: https://www.parents-booking.co.uk/trinityhigh

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
- By typing in some personal information

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.

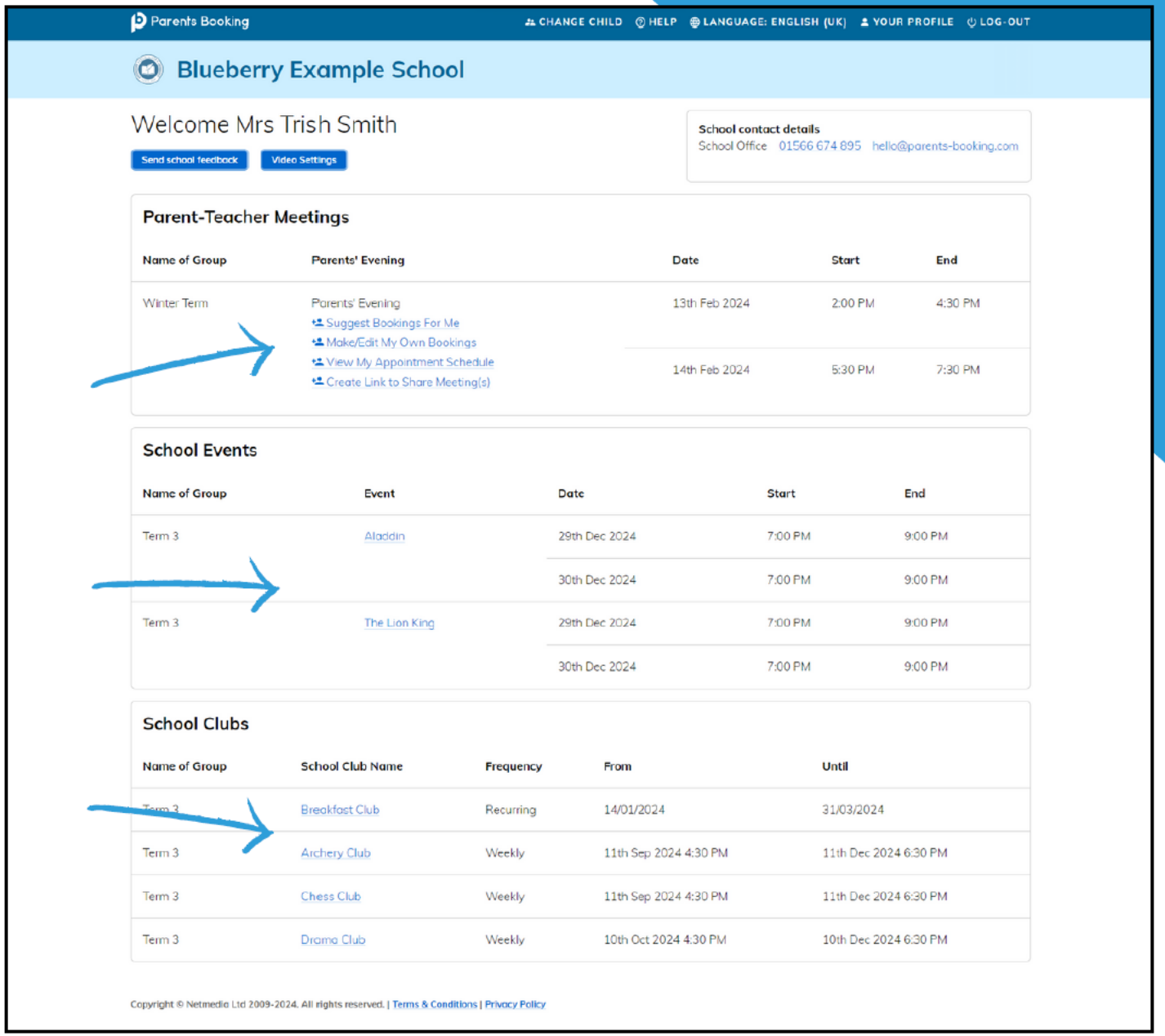
Dashboard

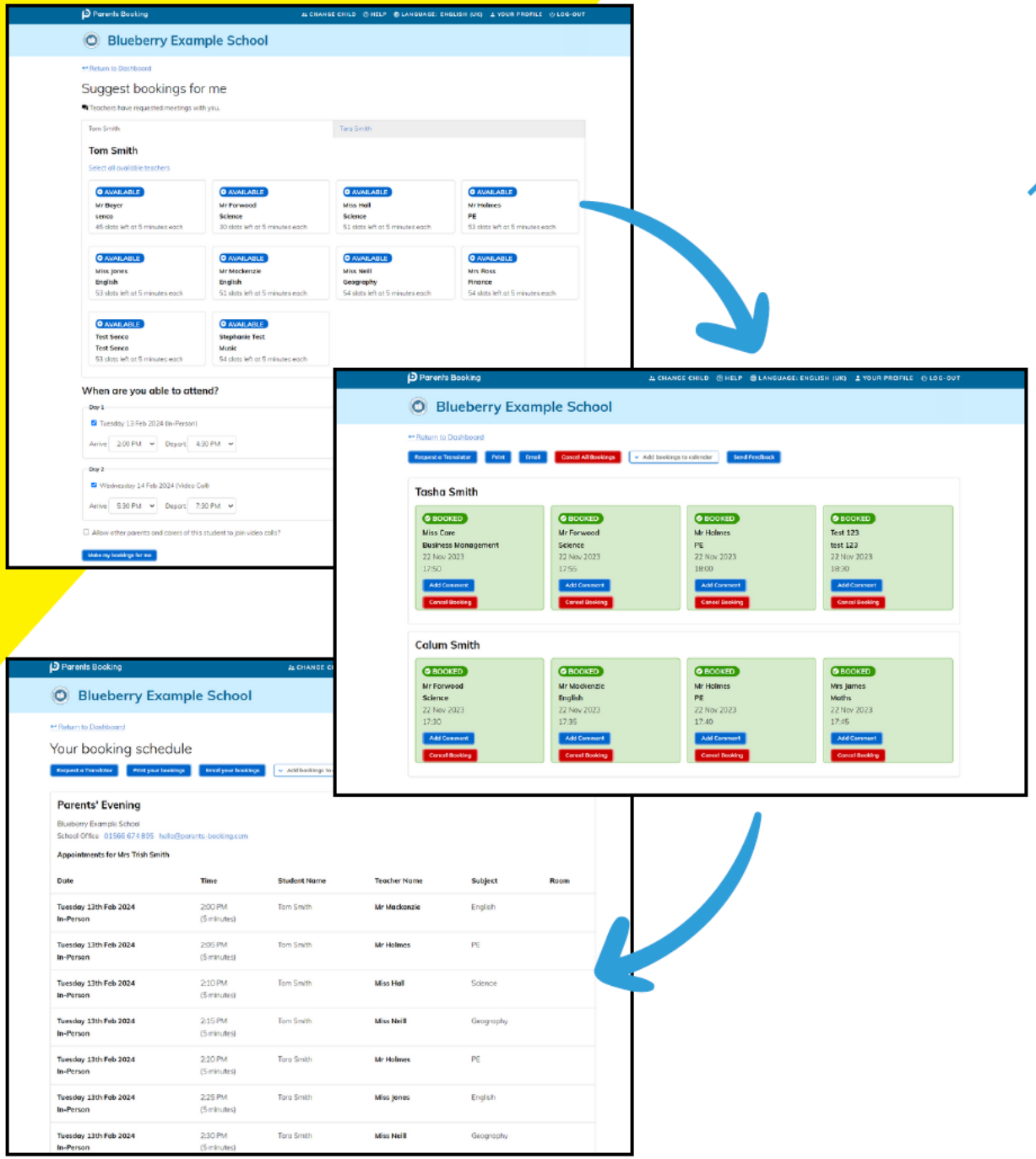
After logging in you will be shown any parents' evenings, events or clubs that are open or forthcoming.

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.





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.

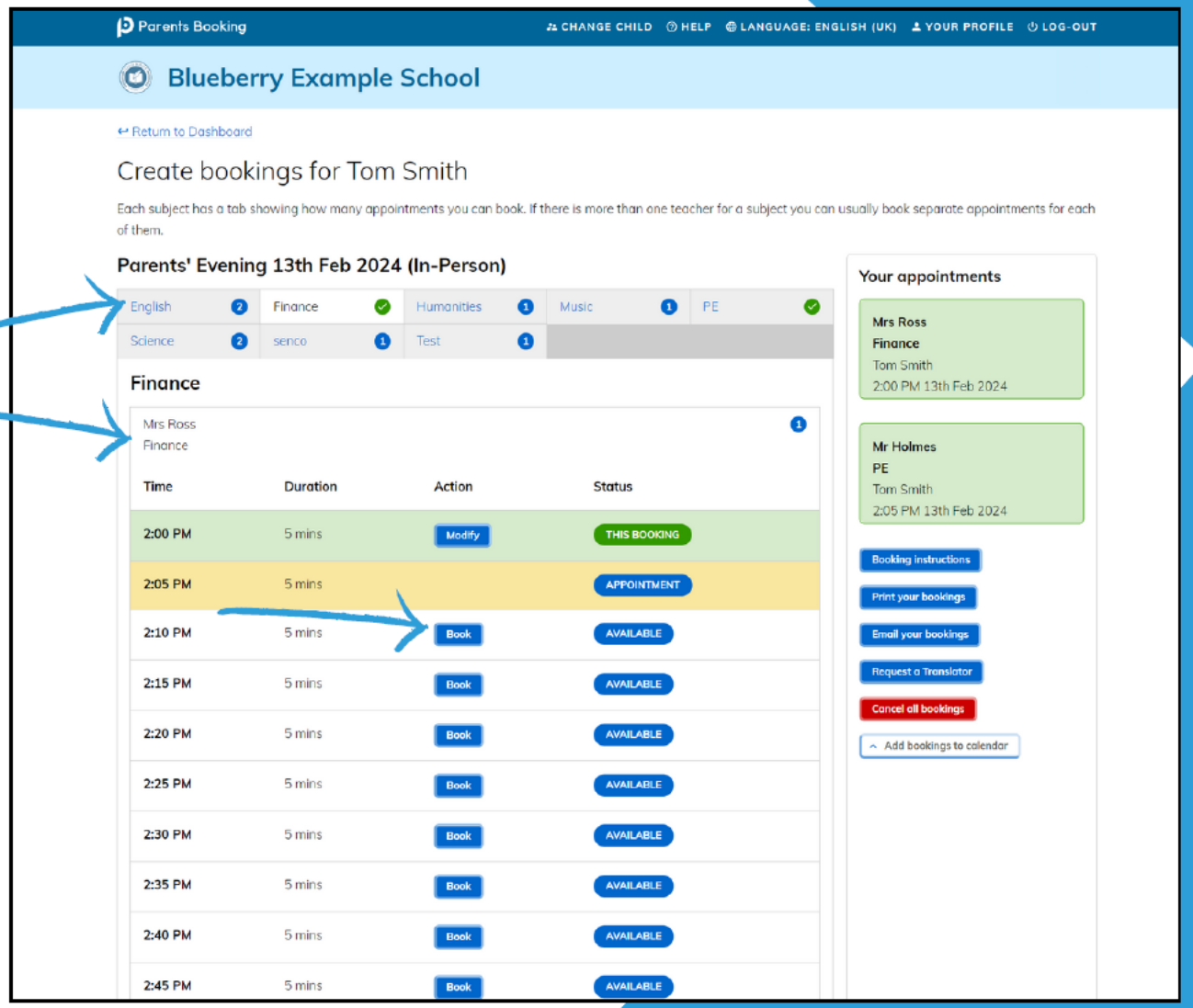
One you have confirmed your appointments, you can send yourself an email or print your schedule, and then you're done!

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.