

Parents' Guide for Booking Appointments

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

Swanmore College

Parents' Evening System

Welcome to the Swanmore College parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname DoB dd/mm/yyyy

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

Please use your child's "preferred" forename that matches our records (no abbreviations). Please enter your child's date of birth in dd/mm/yyyy format.

Select a parents' evening to add appointments:

Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside each tick to see.

English

French

Geography

History

Mathematics

Physical Ed

Science

Step 3: Check Teachers

Your child's teacher(s) will appear. If they have more than one teacher for a subject then you can select the preferred teacher from the drop-down. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed to booking a time.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

Time	English (E5)	French (L2)	Geography (H5)	History (H6)	Mathematics (M4)
16:00	No Appointment				
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

65 characters left.

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. *Optionally* enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the College.

To book appointments for another child, please click the link to complete this process again.

Home **Appointments**

Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Evening

This parents' evening is for the school via the main entrance for the Main Hall where parking is available in the main school car park.

Date: 24/01/2013

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. It is suggested that you bring a print out of your appointment times to the parents' evening. Alternatively, you may wish to email a copy to your mobile phone.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is also a link at the bottom of the confirmation email which logs you back into the system.

It is important to bring the latest appointment sheet to the evening as some times it is necessary for the College to change appointments on your behalf. All changes will be accompanied by a confirmation email.