



## Parents' Evening Help Files

### Welcome to PEBS!

Once logged into the system using your personal details you will be able to see a list of available Parents' Evenings.

### Select A Parents' Evening

From the Home Page of the Parents' Evening Booking System, it is very easy to find and select the parents' evening that is required.

Netmedia Test School  
Parents' Booking System

Welcome to our School's Online Parents' Evening Booking System [Login](#) [Home](#) [Help](#)

Name of Group	Parents' Evening	Date	Start	End
October Meetings	Second Year	03 11 2010	17.00	21.00
October Meetings	First Year	01 11 2010	17.00	21.00
September Meetings	Third Years	01 09 2010	17.00	21.00

**What to do?**  
**Need to book an appointment to see a teacher?**  
Select a parents' evening event from the list on the left that you wish to attend.

## Managing Your Bookings

When you have selected a parents' evening, you will be taken to the booking table.

The booking table shows all the departments, subjects and teachers available for your evening.

**Netmedia's Test School**  
 Parents' Evening Booking System  
**Parents' Evening: 14/10/2011** **Group: Next Evenings**  
**Type: Year 11 Parents Evening**

School Contact Details: **Netmedia** Phone: 01234 567890 robbie@netmedia.co.uk Home Log Out Help

You are logged in as mr mackay, rob mackay 1/1/2000

These are appointments you have already booked

Mr Rose	Art	16.30	Room 1	Mr Smith	French	17.00	Room 2
Mr Taylor	Drama	16.40	Room 1	Miss Gregor	Music	17.10	Room 1
Mr Collins	History	16.50	Room 3	Mr Tait	Science	17.20	Room 2

Please select the teacher you want to meet by clicking on an available slot  
 You can cancel bookings or add comments to the bookings that you have already made by clicking on those Green slots again.

Key - Available =  Your Booking =  Unavailable =

**Year 11 Parents Evening 14/10/2011**

	Mr Rose
	Art
16.30	<input checked="" type="checkbox"/> Rob Mackay,4D
16.40	
16.50	

When you want to make a booking to see a teacher, simply click the appropriate time slot if available and the system will ask for any comments to be sent to the teacher you are making an appointment with.

You can switch between departments by clicking on the department name in the black tabs/buttons immediately above the booking table.

You can click on your booked slots again at any time and edit comments or even delete the bookings if needed.

Your bookings can either be printed out or emailed out to email address held on record by using the Print My Appointments or Email My Appointments buttons at the top of booking table page.

Any Feedback sent will go to your School and back to Netmedia Business Solutions, we have received many encouraging comments and many improvements to the system have come to light through this facility.

**The system can be setup manually at the school's end to manage multiple children in the same family. Please contact your school if you would like this feature enabled.**