

# Parents' Guide for Booking Appointments

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

Parents' Evenings will take place in the Sports Hall

Car parking is available at George Street Multi-story – charges are applicable

**Parents' Evening System**  
Welcome to the Green Abbey 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
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

[Log In](#)

## Step 1: Login

Please fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's 'preferred' forename that matches our records (no abbreviations) and your child's date of birth (eg 21/03/2000)

**Primary School Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March Open for bookings	>
Friday, 17th March Open for bookings	>

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

[Next](#)

## Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs D Mumford Mathematics	<input checked="" type="checkbox"/> Mr J Sinclair English	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Andrew

<input checked="" type="checkbox"/> Miss F Burton Mathematics	<input checked="" type="checkbox"/> Dr R McNamara French	<input checked="" type="checkbox"/> Mr J Sinclair English
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[Continue to Book Appointments](#)

## Step 4: Choose Teachers

Your children's teachers will appear.

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

If you chose to manually select teachers, Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

[Save](#)

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Year 11 Student Evening  
Thursday 19th April

The parent's evening is for pupils in year 11. 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.

Teacher	Student	Subject	Room
19:00	Mr J Brown	Ben	SENCO A2
19:10	Mr J Sinclair	Ben	English B5
19:15	Mr J Sinclair	Andrew	English B5
19:20	Mr R Sinclair	Ben	History I4
19:25	Miss F Burton	Andrew	Mathematics M2
19:30	Mrs A Wheeler	Andrew	SENCO B1

## Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent

## Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment time to the Parents Evening

## Viewing/Editing Appointments

You can change your appointments by clicking on "Add/Edit/Delete Appointments"