Parents' Guide for Booking Appointments

Browse to https://morpethchantry.parentseveningsystem.co.uk/

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.

Parent Login Code
10139309

Student DoB (dd/mm/yyyy)
20/07/2000

Email Address
john.smith@gmail.com

Confirm Email Address
john.smith@gmail.com

✔ Login & Continue

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Enter the login code found in the letter.

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

✔ Continue

Step 2: Select Parents' Evening

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

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the t... To remove a teacher, click their name to deselect them.

- ☑ Mr J Atkinson - English
- ☑ Ms J Estaphan - French
- ☑ Mr C Hughes - Res Materials
- ☑ Mr K Jacobs - Geography
- ☐ Mr M Lubbock - Class 9A
- ☑ Dr R Mcnamara - French
- ☑ Dr R Mcnamara - German
- ☐ Dr S Miandad - Science
- ☑ Mrs D Mumford - Mathematics
- ☑ Mr V Stockill - PSE
- ☑ Miss J Young - Physical Ed

➕ Add another child

✔ Continue to Book Appointments   Cancel

Step 3: Choose Teachers

Your child's teachers will appear. 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. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

Finished Adding Appointments?
You've still got 2 appointments to make. However if you're finished, please click here to save

	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your 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   Logout

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

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