



## New Parents Evening User Guide

### Setup

**PLEASE BE AWARE THAT ONCE YOU SAVE YOUR PARENT'S EVENING, YOU WILL NO LONGER BE ABLE TO EDIT THE BUILDER.**

**FOR ANY CHILDREN THAT ARE ADDED TO THE EVENING ONCE IT GOES LIVE, THESE WILL NEED TO BE MANUALLY BOOKED ON.**

To set up a parents evening, the first step you'll need to do is create your teachers. In the left-hand menu bar, click on 'Settings' and then click on 'Teachers'.

You'll then see a list of any teachers already on your system. To add a new teacher, click on 'Add Teachers' and then 'Create New'.

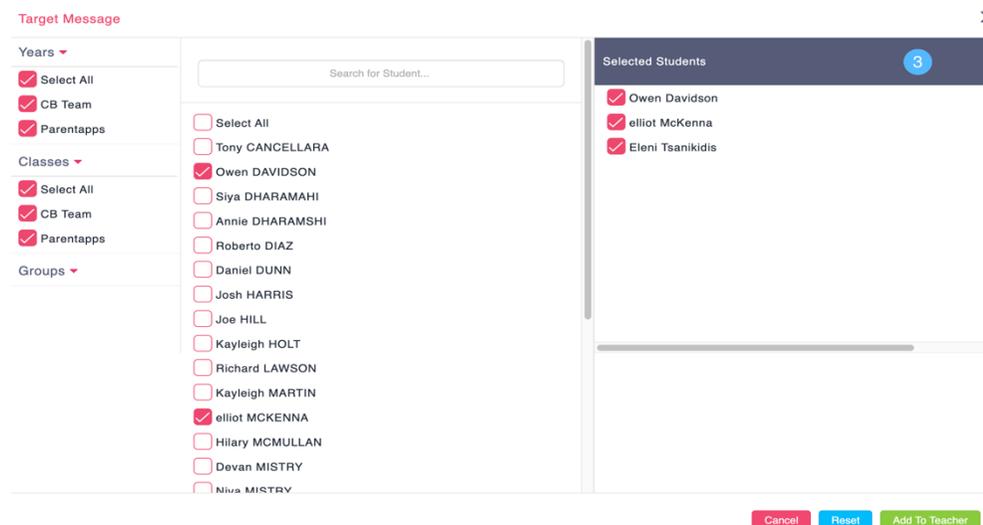
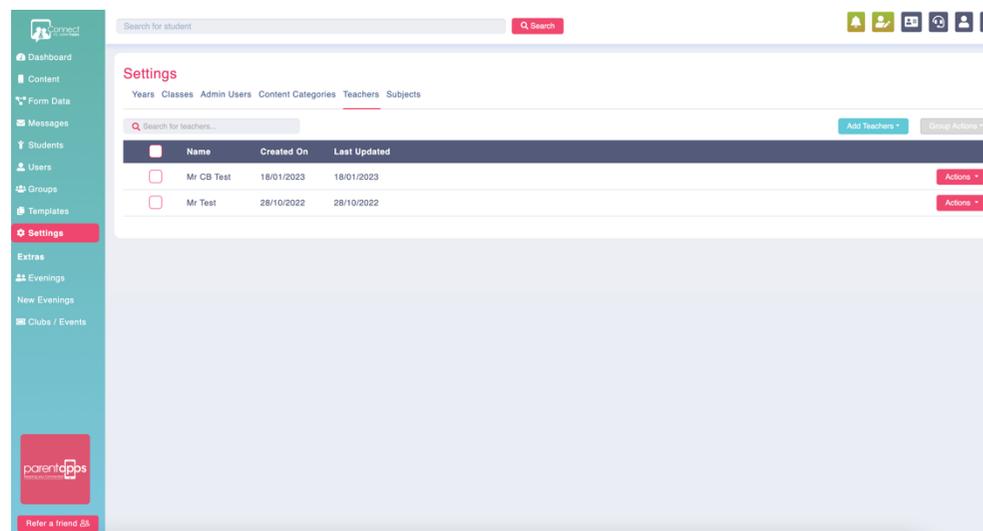
Give your teacher a title and surname. Then click the 'Target Students' button and select the students for this teacher.

Once you are happy with your selection, click the 'Add To Teacher' button and then click the 'Save' button in the top-right corner.

Repeat this process until you have created all your teachers.

**PLEASE ENSURE THAT YOU CHECK YOUR STUDENT TARGETING PER TEACHER BEFORE MOVING ONTO THE BUILDER.**

Click on 'Actions' and 'Edit' next to each teacher to set their targeting.



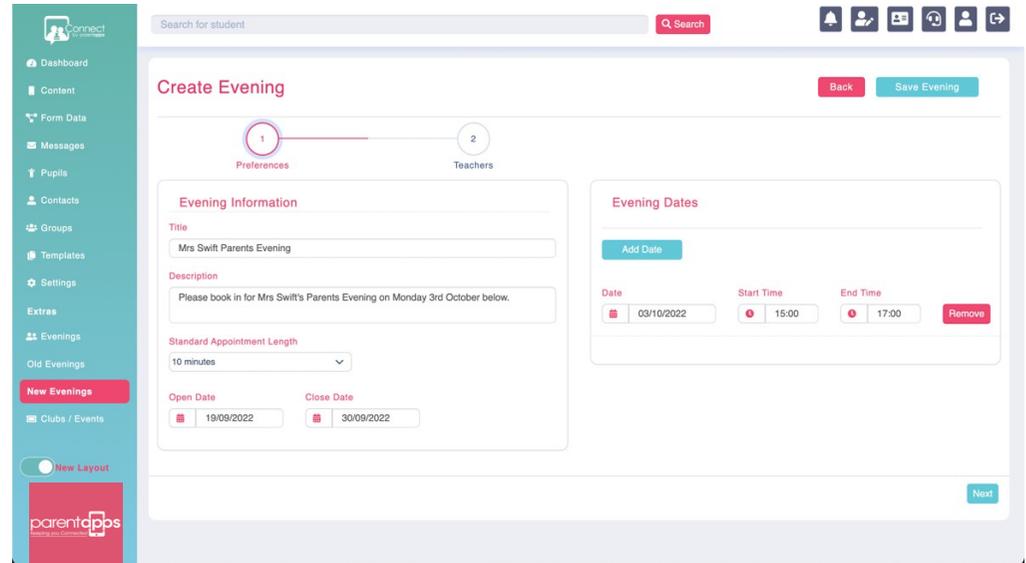
## Creating an Evening

To create an evening, click on 'New Evenings' in the left-hand menu bar and then click 'Create Evening' in the top-right corner.

Fill in the information by giving your evening a title and description. Then set your appointment length from the drop-down list. Please note, appointment lengths can only be set within 5-minute intervals.

Then select your open and close dates for when you want to allow your parents to be able to book on to the evening.

If your open date is set in the future, an automated e-mail will be sent out at 9:00 AM on the date to notify parents that they can now book on for this evening.



The screenshot shows the 'Create Evening' interface. On the left is a teal sidebar menu with options: Dashboard, Content, Form Data, Messages, Pupils, Contacts, Groups, Templates, Settings, Extras, Evenings, Old Evenings, **New Evenings**, Clubs / Events, and a 'New Layout' toggle. The main area is titled 'Create Evening' and has a progress indicator with two steps: '1 Preferences' (active) and '2 Teachers'. The 'Evening Information' section includes: Title (Mrs Swift Parents Evening), Description (Please book in for Mrs Swift's Parents Evening on Monday 3rd October below.), Standard Appointment Length (10 minutes), Open Date (19/09/2022), and Close Date (30/09/2022). The 'Evening Dates' section has an 'Add Date' button and a table with columns for Date, Start Time, and End Time. One date is entered: 03/10/2022, 15:00, 17:00. A 'Remove' button is next to it. At the top right are 'Back' and 'Save Evening' buttons. At the bottom right is a 'Next' button.

Once this is complete, we then need to set the dates for when the parents evening will be taking place. Under the 'Evening Dates' section, select the date of the evening and the start and end times for your appointments.

The start time is when the first appointment begins, and the end time is when the last appointment finishes.

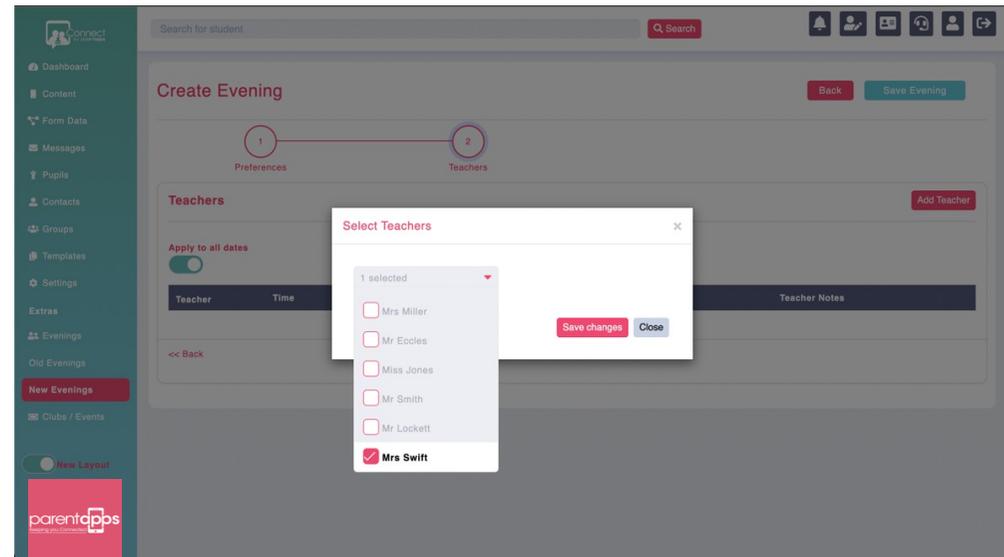
If your parents evening is running over multiple dates, you can click the 'Add Date' button to add further dates in. Once you are happy to move on, click the 'Next' button in the bottom-right corner.

**PLEASE NOTE, THE SYSTEM WILL NOT ALLOW YOU TO CREATE MULTIPLE 'EVENING DATES' WITH THE SAME DATE AND TIMES WITHIN THE ONE EVENING.**



The next step is to choose which teachers we want to add to this evening. On the right-hand side, click on 'Add Teacher'.

You can then select which teachers you want to add from the drop-down list. Once you are happy with your selection, click on 'Save Changes'.



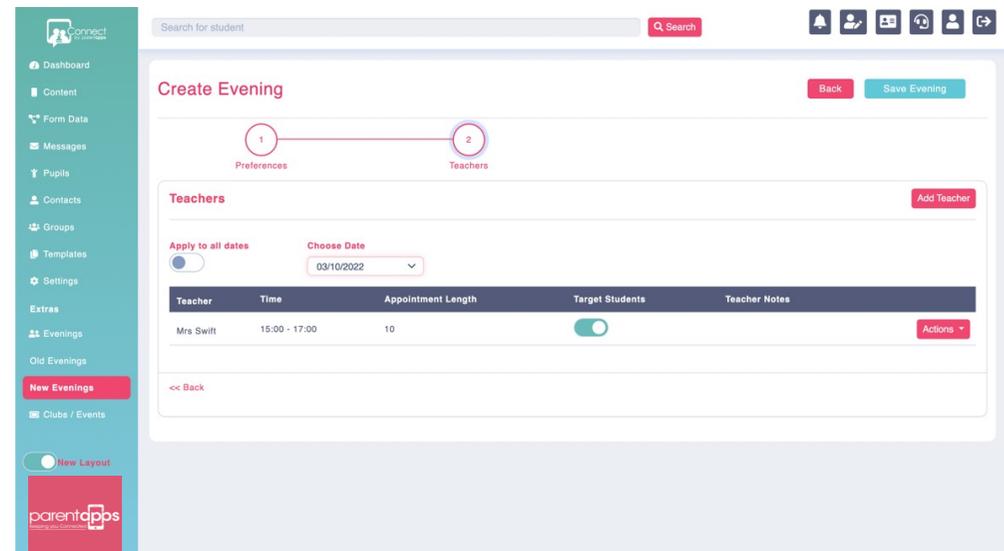
If your evening is running across multiple dates, by default, these teachers will now be applied to all dates.

If you want certain teachers to run on specific dates only, you can switch the 'Apply to all dates' toggle off and select the dates you want each teacher to be on.

**PLEASE NOTE, MULTIPLE 'EVENING DATES' MUST BE APPLIED IN ORDER TO ACTION THE ABOVE.**

By default, all the original targeted students for this teacher from the main Settings page will be targeted for this evening.

If you need to amend this, switch the 'Target Students' toggle off and you can select who you want to be able to book on for this teacher. Once you are happy, click the 'Save Evening' button in the top-right corner.





## Managing an Evening

Once the Evening has been created, you'll then be taken back to the main Evenings page where you can see a list of any upcoming Evenings. From here, you can see the total slots available, total number of bookings and the fill rate percentage.

If you need to add any breaks or add any bookings in manually, you can do this by clicking on 'Actions' and then 'View Bookings'.

You'll then see a list of all the available time slots. To mark a slot as a break, find the time slot you want and click on 'Actions' and then 'Mark as Break'. You can also mark multiple slots as a break at once by selecting the tick boxes to the left of each time slot and then clicking the 'Group Actions' button and clicking 'Mark as Breaks'.

Title	Date	Slots Available	Total Bookings	Fill Rate
Mrs Swift Parents Evening	03/10/2022	12	0	0%

To manually add a booking, find the time slot you wish to book and click on 'Actions' and 'Add Booking'. You can then select the child and parent you wish to add. Please note, only the students from the original targeting from the main Settings page will be visible on this page. Once you have selected the child and parent, click 'Save'. The parent will then receive an automated e-mail to confirm their booking.

If you need to export your bookings, you can do so by clicking the 'Export' button near the top-right corner and can choose to either export via CSV or PDF.

Date/Time	Teacher	Status	Student Name	Parent Name	Parent Status	Booked At
03/10/2022 15:00 - 15:10	Mrs Swift	Booked	Jordan Acton	Jayne Acton	Inactive	25/07/2022 14:27
03/10/2022 15:10 - 15:20	Mrs Swift	Booked	Peter Dolby	Pauline Dolby	Inactive	25/07/2022 14:27
03/10/2022 15:20 - 15:30	Mrs Swift	Break	N/A	N/A	N/A	N/A
03/10/2022 15:30 - 15:40	Mrs Swift	Break	N/A	N/A	N/A	N/A
03/10/2022 15:40 - 15:50	Mrs Swift	Break	N/A	N/A	N/A	N/A
03/10/2022 15:50 - 16:00	Mrs Swift	Available	N/A	N/A	N/A	N/A
03/10/2022 16:00 - 16:10	Mrs Swift	Available	N/A	N/A	N/A	N/A
03/10/2022 16:10 - 16:20	Mrs Swift	Available	N/A	N/A	N/A	N/A
03/10/2022 16:20 - 16:30	Mrs Swift	Available	N/A	N/A	N/A	N/A