

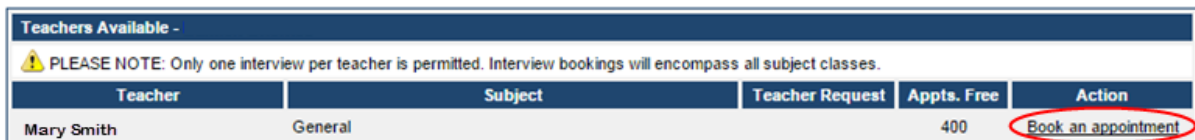
St Francis Xavier Primary School

Parent Teacher Interviews Booking Procedure

Once the parent teacher interview conference has been opened for bookings by the school, the “Book Now” icon will appear in Parent Lounge under the Parent Teacher Interviews heading

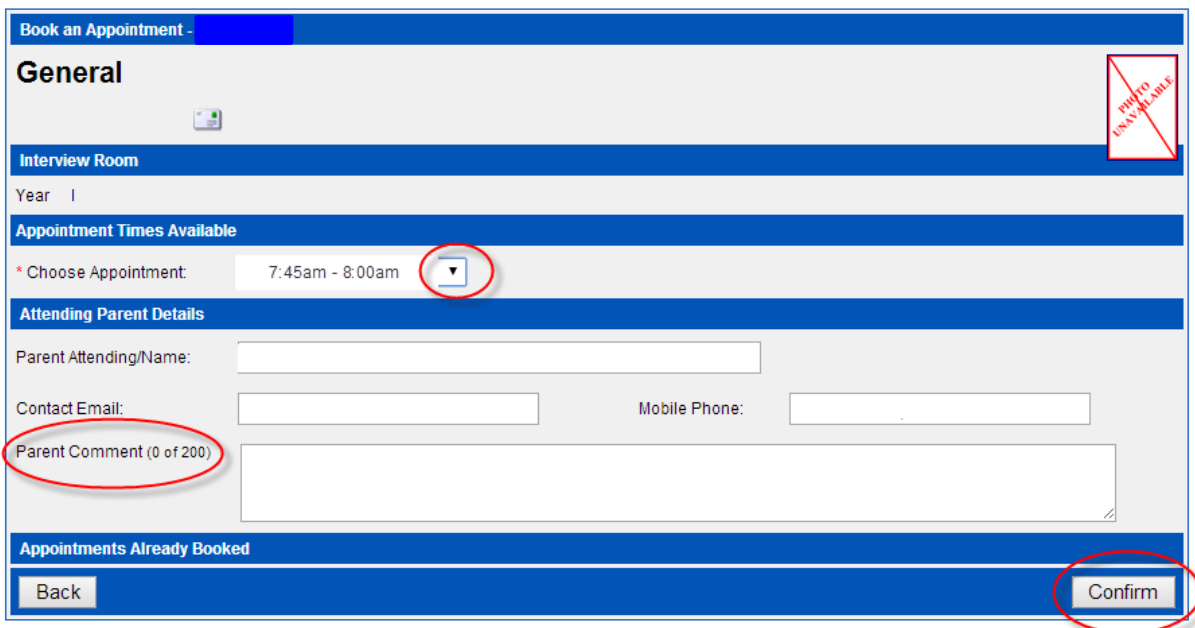
BOOKING AN APPOINTMENT TIME

1. Choose Book Now.
2. For the child’s you wish to make an appointment booking for, choose Book an Appointment.



Teacher	Subject	Teacher Request	Appts. Free	Action
Mary Smith	General		400	Book an appointment

3. From the drop-down menu, choose the Appointment time.
4. If you would like to add a Parent Comment, enter the details in the Parent Comment box.
5. Choose Confirm.



Book an Appointment - General

Interview Room

Year |

Appointment Times Available

* Choose Appointment: 7:45am - 8:00am

Attending Parent Details

Parent Attending/Name:

Contact Email: Mobile Phone:

Parent Comment (0 of 200)

Appointments Already Booked

Back Confirm

Your name, email address/addresses and mobile phone number/numbers will be populated from our records and you may change or update them as necessary. The change will only be relevant for the parent teacher booking process and any permanent change will need to be done through the “Update Parent Details” tab in the *Parent Lounge* menu bar.


CANCEL AN APPOINTMENT TIME

1. Choose Cancel appointment to cancel an appointment time.

Teachers Available -				
Teacher	Subject	Teacher Request	Appts. Free	Action
You have reached the total number of bookings allowed for this conference. There are no further Teachers available for this Student.				
Confirmed Appointments - Joey Bloggs				
Teacher	Subject	Date / Time	Action	
General		Mon 31 Mar 7:45am - 8:00am	Cancel appointment	
<input type="button" value="Back"/>				

PRINTING YOUR APPOINTMENT SCHEDULE

1. Choose the printer icon in the top right corner of screen.

Parent Teacher Interviews 2014 

Teachers Available -				
Teacher	Subject	Teacher Request	Appts. Free	Action
You have reached the total number of bookings allowed for this conference. There are no further Teachers available for this Student.				
Confirmed Appointments - Joey Bloggs				
Teacher	Subject	Date / Time	Action	
General		Mon 31 Mar 7:45am - 8:00am	Cancel appointment	
<input type="button" value="Back"/>				

2. Choose Yes to print all of your children's appointment times.
Choose No to print only one child's appointment time.

Print Appointments		
Print all students for this conference on the report?		
<input type="button" value="Cancel"/>	<input type="button" value="No"/>	<input type="button" value="Yes"/>

The schedule will open as a .pdf file which you can then print.