*Example letter to parents*

Dear Parents/Guardians

**[Parents Evening / Meeting Title]**

We are holding a Parents' Evening for parents/guardians of students in **[Yeargroup]** on **[Date].** The purpose is to enable you to discuss your son's/daughter's work and general progress with his/her tutor and teachers

We have has introduced an easy to use online appointment booking system. This system allows you to choose your own teacher appointment times. **You will shortly receive an email invitation to activate your account.** If you do not receive your invitation email, please contact the school. We are confident this system will be an improvement over our previous booking arrangements.

The appointment system and invitation email goes live at **[Publish Date, Time].** Please note, appointments will be made on a first come first served basis and each appointment will also include 5-minute movement time.

Please see the guide on how to make appointments below.

If you do not have access to the internet or there is an issue logging in, then please contact the school office who will be happy to help or add appointments on your behalf.

We look forward to seeing you.

Kind Regards

**How to book an appointment**

![Graphical user interface, application

Description automatically generated]() **Step 1 – Activation Email & Login**

Use the link provided in your activation email. This will open your browser to <https://parents.events.schoolbooking.com/>

From here ‘**Activate**’ your account and setup a new password.

Saving your new password will take you directly to the Events Dashboard (Step2)

**Step 2 – Select the Parent Meeting/Event**

When you first login to Parent Meetings the next event will be selected automatically for you. You can change to another event if needed.   
  
*Desktop view*  
![Graphical user interface, website

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*Mobile/Tablet view*  
Graphical user interface, application

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**Step 3 – Choose the teachers/subjects and meeting times**

Firstly, make sure you are viewing the correct Event (see Step 2). Choose the **Invites tab** to view your outstanding invitations. You will see a list of the available Teachers you can book with and the slots available. If your event has been setup by your school over a few different days, you can filter these 'sessions'. Choose from the available Teachers and select **'Book Slot'**

![Graphical user interface, website

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The available slots will be shown, along with any other bookings you have made so far. Select the time slot and you will see a confirmation and notification that your booking is now in **your schedule**.

Graphical user interface, application

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![Graphical user interface, application

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Make sure you have booked a time for every teacher you want to see and then ***print or email your itinerary*** ready to bring with you on the day.   
  
You will also receive a reminder email with a copy your itinerary the day before your Parent Meeting.

**Step 4 – Install Web App for faster experience.**

This is optional, but will make it easier for you to find and manage your appointments in the future. Available for most devices. See this [guide for instructions](https://parentsevents.tawk.help/article/new-ui-installing-web-app-for-parent-meetings)  
  
Video Call meetings

For Video calls, please return to <https://parents.events.schoolbooking.com/> on the day of the Parent Meeting and use Join Meeting links at the appropriate time. When the teacher sees you are connected, they will join the meeting. For the best experience we recommend you use a PC or Mac (with speakers and microphone), or a mobile device such as a tablet (iOS or Android). You can use the Join Meeting links at any time to test your device settings.

Please use the [Parents Help Center](https://parentsevents.tawk.help/category/new-user-interface-2023) for additional guidance.