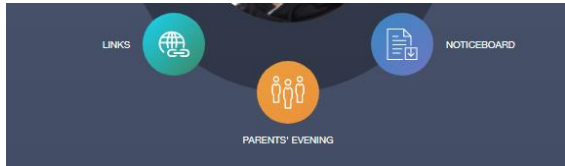


Making bookings for parents evening on Edulink

Parents can make bookings for a parents evening by logging in and clicking on the Parents' Evening menu icon.



Once you have clicked on the icon the event name should appear.

Name	Information	Date	Start time	End time
Y11 Core Subjects Parents Evening		16/11/2020	17:00	20:00

Click on the event and the booking screen should open up like the one below.

Slots:	English Teacher: B Yates	Chemistry Teacher: C Rees	Maths Teacher: N Williams	Biology Teacher: R Pim	Physics Teacher: S Mason
16/11/2020					
17:00					
17:04					
17:08					
17:12					
17:16					

Click on the booking time that you want to select and click the Green 'book' button.

Comment:

You should then see confirmation of your bookings in green.

Slots:	English ✓ Teacher: B Yates	Chemistry ✓ Teacher: C Rees	Maths ✓ Teacher: N Williams	Biology ✓ Teacher: R Pim
16/11/2020				
17:00	×		×	×
17:04	×	BOOKED	×	×
17:08	×	×	×	×
17:12	×	×	BOOKED	×
17:16	×	×	×	×
17:20	×	×	×	BOOKED
17:24	×	×	×	×

To unbook the slot you should click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle.