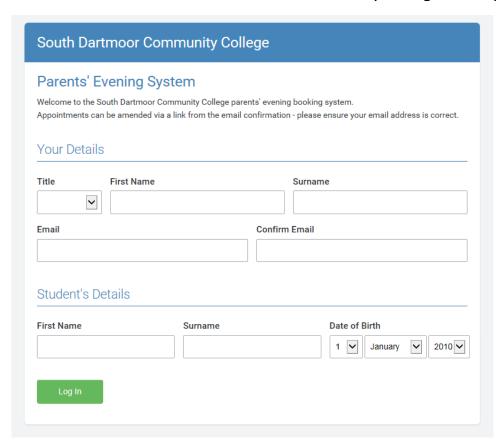# Parents' Guide for Booking Appointments

Browse to http://southdartmoorcommunitycollege.parentseveningsystem.co.uk or access via Quicklinks on the South Dartmoor Community College home page.

Step 1: Login

Enter all the details on the above page (please use your child's preferred forename) and click the Log In button. A confirmation of your appointments will be sent to the email address that you have entered.

Step 2: Select Parents' Evening

Select the evening you wish to book appointments for. If you are unable to make the evening then please click *I'm unable to attend.*

Step 3: Choose Teachers

You will see your child's teachers' names on the screen next to a tick. If there is a teacher you do not wish to see on the evening then click on their name to untick (de-select). When you are ready to go to the next step, click *Continue to Book Appointments*.

Step 4: Book Appointments

You will see a grid with your child's teachers' names across the top. Click in any of the green cells to make an appointment with that teacher for the time you wish. Blue cells signify where you already have an appointment. Grey cells indicate that the teacher is unavailable at that time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can leave a message for the teacher, if you wish, to say what you'd like to discuss or raise anything beforehand.

To change an appointment, delete the original by hovering over the blue box and clicking Delete then choose an alternative time.

Once you're finished booking all appointments, at the top of the page in the alert box, press c*lick here* to finish the booking process and send a confirmation email to the email address you provided when logging in.

Please print or make a note of your booking schedule to bring with you on the evening. You can make changes to your appointments at any time up until the booking window closes by clicking on *Amend Bookings*.