

# Parents' Guide for Booking Appointments

## Link: <a href="https://wcgs.parentseveningsystem.co.uk/">https://wcgs.parentseveningsystem.co.uk/</a>

Parents' Evening System		
		ening booking system. Appointments can be amended
via a tink from	me email confirmation -	please ensure your email address is correct.
Your Details		
Title F	irst Name	Surname
Mr 🔻	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com
Child's De	tails	
First Name	Surnam	e DoB dd/mm/yyyy
Sarah	Smith	26/11/2005
✓ Login & Continue		

### Step 1: Login

Please fill out your child's first name, surname and date of birth on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

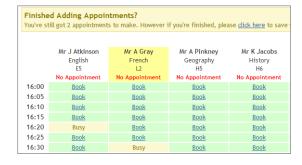
Date of birth – eg: 26/11/2005

You should not need to fill in all of the other details to successfully login.



## **Step 2: Select Parents' Evening**

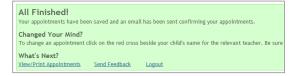
Click the green tick to select the parents' evening you want to make appointments for.



#### **Step 3: Book Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



## Step 4: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".



#### **Viewing/Editing/Printing Appointments**

You can also view and print your appointments online by clicking the "Appointments" tab. We will print this out and give them out to students just before the parents' evening. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.