

## Log in details for online appointment booking

Enter the following address into your web browser:

<https://westfieldsjuniorschool.parentseveningsystem.co.uk> and you will then see the screen below:



The screenshot shows the login page for the Westfields Junior School Parents' Evening System & Event Bookings. The page has a red header with the school name. Below the header, there is a section titled "Parents' Evening System & Event Bookings" with a welcome message and a note about email confirmations. The form is divided into two sections: "Your Details" and "Student's Details".

**Your Details:**

- Title: A dropdown menu with a checkmark icon.
- First Name: A text input field.
- Surname: A text input field.
- Email: A text input field.
- Confirm Email: A text input field.

**Student's Details:**

- First Name: A text input field.
- Surname: A text input field.
- Date of Birth: Three dropdown menus for day (1), month (January), and year (2010).

A green "Log In" button is located at the bottom left of the form.

- Enter your details and that of your child on the screen



The screenshot shows the "AUTUMN TERM PARENT-TEACHER MEETINGS" booking page. The page has a green header with the title. Below the header, there is a text box on the left with instructions about entering the school and viewing work. On the right, there is a section titled "Click a date to continue" with two options: "Tuesday, 30th October" and "Thursday, 1st November", each with a right-pointing arrow and the text "Open for bookings". At the bottom, there is a link that says "I'm unable to attend".

- Select which appointment date you would like to attend by clicking on the date
- You will then have the option to select your booking method, either manual or automatic. Automatic allows you to select a time based on your availability or manual allows you to view all available times.
- You will then see the name of the class teacher you are able to book an appointment with
- If you have additional children at Westfields, they should automatically be displayed. If not, select 'add another child' and enter their first name, surname and date of birth.
- Parents who have children requiring extra support in school will also have the option to book an appointment with Mrs Clarke.
- Then click on 'continue to book appointments'
- Choose the time you wish to book for the teacher(s) selected and add a message if there is a particular topic you would like to discuss.
- Once selected, a message will display, in a green information box, confirming your appointment(s) have been saved and an email will be sent confirming your appointments.

When booking appointment times with different teachers, please allow some time in between for the transition between the appointments.