



Parents' Guide for Booking Other Event Appointments



Browse to <https://arthurmellows.parentseveningsystem.co.uk> or access the quick link found on the main college website: <https://www.arthurmellows.org>

Parents' Evening System
 Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mr [dropdown] First Name: John Surname: Smith
 Email Address: john.smith@gmail.com Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah Surname: Smith DoB dd/mm/yyyy: 26/11/2005

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

- Student's Preferred First Name
- Student's Preferred Surname
- Student's Date of Birth (format dd/mm/yyyy)

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

Date of birth – eg: 26/11/2005

COVID Testing - Year 7

COVID Testing - Year 7

Step 2: Select Covid Testing

Click 'Continue – Open for bookings' to proceed and make appointments.

COVID Testing - Year 7
5th March 2021

COVID Testing - Year 7

0 places booked

Friday, 5th March

| | |
|------------------------------|----------------------------------|
| Refectory 2 09:00 - 09:05 | <input type="button" value="+"/> |
| Refectory 2 09:05 - 09:10 | <input type="button" value="+"/> |
| Refectory 2 09:10 - 09:15 | <input type="button" value="+"/> |
| Refectory 2 09:15 - 09:20 | <input type="button" value="+"/> |

Step 3: Choose Appointment time

A list of available appointments will then appear. Once you have reviewed and wish to confirm your appointment, please click on the green plus icon and select an appropriate time.

COVID Testing - Year 7
5th March 2021

COVID Testing - Year 7

1 place booked

Friday, 5th March

| | |
|------------------------------|---------------------------------------|
| Refectory 2 09:00 - 09:05 | <input type="button" value="Booked"/> |
|------------------------------|---------------------------------------|

Step 4: Finished

You will receive an email confirmation of your appointment(s).