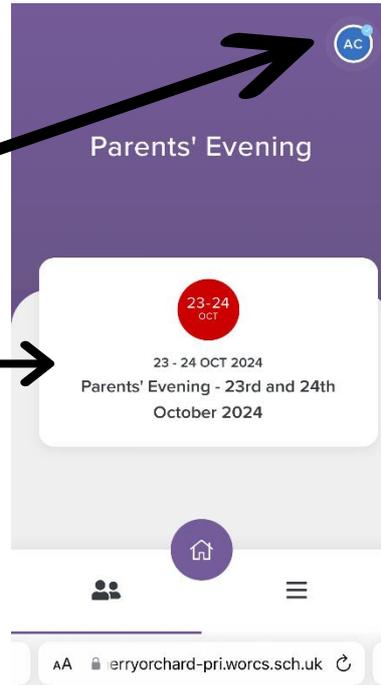
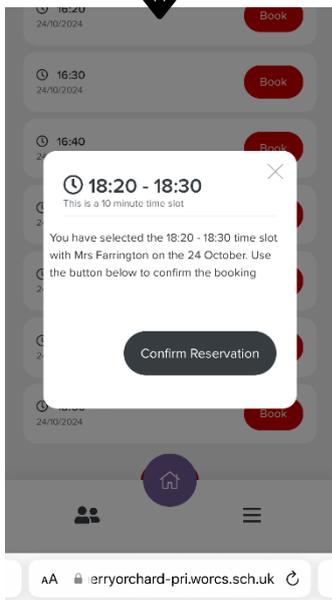


Parents' Evening Booking system for those with multiple children in school

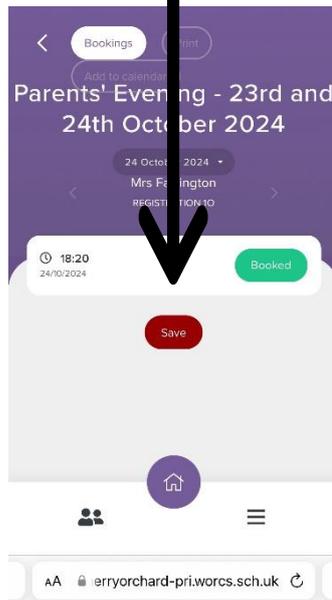
1. When you log-in to your account, the initials of the child you are booking for is shown in the coloured circle in the top right hand corner.
2. Click on the white central box to book your child's appointment.



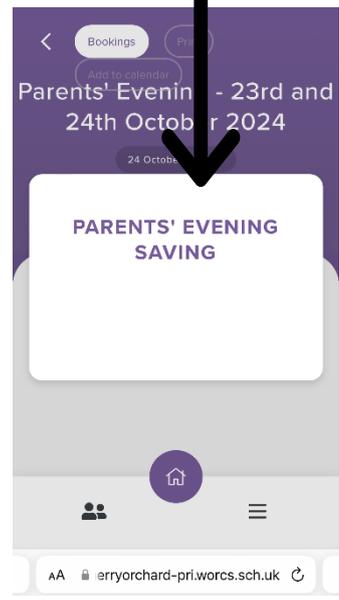
3. Choose the date from the drop-down box above the name of your child's teacher. Choose the time slot you require and click book. Check that the date and time are correct in the white box and click confirm reservation.



4. Once confirmed, your booking will show as per the image below. **Make sure you press the red save button!**

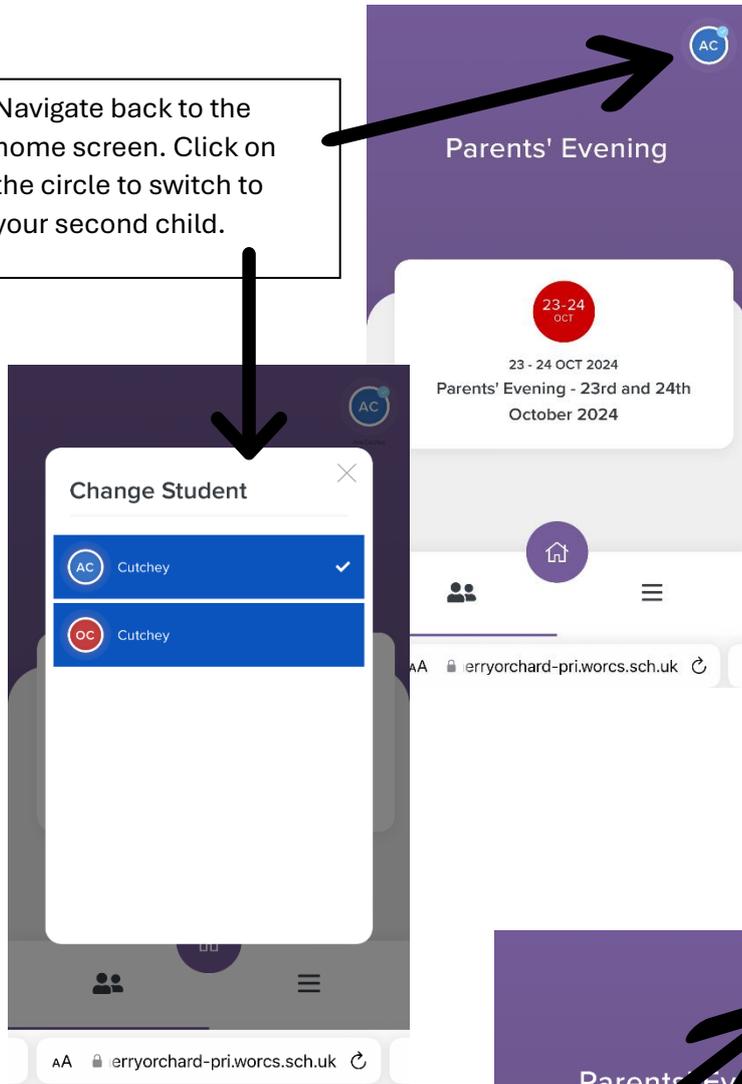


5. You will see this message to confirm that your booking is being saved.

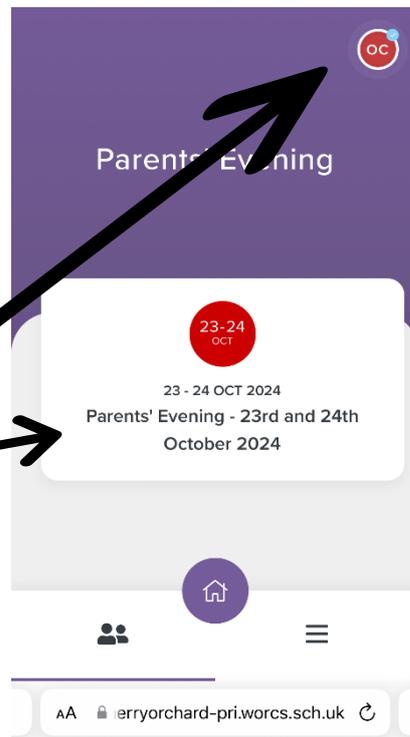


Booking an appointment for your second child

6. Navigate back to the home screen. Click on the circle to switch to your second child.



7. Follow steps 2 to 5 to book your second appointment.



If you need any assistance after following these steps, please contact the school office: 01905 352787 or office-co@riverscofe.co.uk