

# Parents' Evening - Cheat Sheet

## Parents' Evening Home Page

**Home**  
This will take you to the parents' evening home page.

Help, support and user guides can be found here.

**Administration area**  
Preparing the system in order to create an event.

**Log out**

## Tabs

1 2 3 4 5 6 7 8 9

**Parents Evening** Send Invites View Schedule Missing Contact Details Parents Who Have Not Booked View Attendance Invitation Templates Split Parents Create/Edit Groups

Create/Edit Parents Evenings

Academic Year 2020-21

Parents Evenings (1 - 9 / 9)

Name	Date Range	Number of Days	Text Invite	Email Invite	One Week Reminder	One Day Reminder	Parents Booked In	Video Event
Demo 9999	Wed 17 Mar 2021	1	Y	Y	Y	Y	2 / 106	Y
Demo Event 20000	Tue 09 Feb 2021	1	Y	Y	Y	Y	2 / 106	Y
Demo Event 2021	Wed 17 Feb 2021	1	Y	Y	Y	Y	4 / 106	N
Demo event 3000	Tue 09 Feb 2021	1	Y	Y	Y	Y	2 / 106	N
Demo Event 5000	Thu 11 Feb 2021	1	Y	Y	Y	Y	1 / 106	N

Un/Delete View Schedule ☐ Show Deleted Add Edit

Delete or Undelete the selected parents' evening.

View the selected parents' evening schedule.

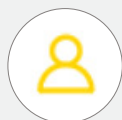
Show deleted events.

Add a new event.

Edit an event.

- Parents' Evening**  
See any events that you currently have ongoing or add a new event.
- Send Invites**  
See all the students included in an event to send their invites or make bookings for them.
- View Schedule**  
View all events by day and appointment times.
- Missing Contact Details**  
See anyone in your event that is missing either a phone number or email address.
- Parents Who Have Not Booked**  
View anyone in your event that hasn't booked their appointment.
- View Attendance**  
A list of all parents that have booked an appointment so you can record their attendance.
- Invitation Templates**  
Create your own template and send to parents.
- Split Parents**  
Include separated parents or ones who are not the main contact in events.
- Create/Edit Groups**  
Select other members of staff that you would like to have appointments with parents on the day.

# Parents' Evening - Cheat Sheet



## Administration Area

Preparing the system in order to create an event.

### Students

This is where you will be able to see a list of students that the system currently holds for your school.

### Staff

Add / view staff members that are going to have appointments with parents.

### SIMS Link

This is where you can download an application to update students from SIMS.

### Outbox

This is used to view sent invites, booking confirmations, and reminders.

The screenshot shows the 'parentsevening' administration interface. At the top, there are tabs for 'Students', 'Staff', 'SIMS Link', 'Integris G2', 'CSV Import', and 'Outbox'. The 'Students' tab is selected, showing a search bar and a table of students. Below the table are 'Add' and 'Edit' buttons. Annotations with lines point to each of these elements from their respective descriptions.

Student	Year Group	Form	Parent Name	Priority	Mobile Number
Abberley Hazel (Blackbirds)	Nursery	Blackbirds	Mr Dan Dunn	1	
Austin Jayne (Seagull)	Nursery	Seagull	Elizabeth Austin	1	
Austin Lucy (Blackbirds)	Year 1	Blackbirds	Elizabeth Austin	1	
Azlan Elliott (Pigeon)	Year 1	Pigeon	Mr Tony Austin	2	

### CSV Import

This is where you can import students and their parent data using a spreadsheet.

Add a new student.

Edit the selected student contact details.