

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

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

Tabs

1 Delete or Undelete the selected parents' evening.

2 View the selected parents' evening schedule.

3 Show deleted events.

4 Add a new event.

5 Edit an event.

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

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

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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.

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

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

Add
Add a new student.

Edit
Edit the selected student contact details.

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	