INSTRUCTIONS FOR BOOKING ONLINE PARENT INTERVIEWS
June 2014 REPORT

Go to the website:

Insert the School Event Code: MW52L in the green Parents section and press the green GO button.

STEP 1 – Enter your name, email address, number of students and the student’s names and press the green GO button.
STEP 2 – Choose the subject and teacher for your student’s interviews. Press the green GO button when you have completed the list.

Step 2: Choose teachers.
- Select a subject from the first box, then select a teacher from the second box.
- More options (up to 8) will appear as you use existing ones.
- Press the green “Go” button to go on to the next page.

STEP 3 – Choose the times for your student’s interviews. Press the green GO button when you have completed the list.
FINISHING – Your bookings will be indicated in the ‘Bookings’ section. You may Cancel your booking, Update your details, Reschedule, Print and resend an email as the blue links on the page indicate.