



Instructions for School's parents

Parents log in via a personalised website address. The address is always in this format:

[**https://parents-booking.co.uk/PYT**](https://parents-booking.co.uk/PYT)

1. Once parents arrive at the school's Parents Booking login page, they will be asked to input their login details. Generally, parents will be asked to input their title and surname, then their child's "Known As" name/forename and surname and date of birth only.
2. After the parent has logged in, they'll be shown the parents evening(s) that are open and that they have their children in.
3. Parents are offered two booking options
4. Parents should be steered to use the Booking Wizard, especially if they have multiple children or multiple teachers to book. This method will help parents make all their bookings in the quickest and most efficient order possible, in just a few clicks. There is also an option to make appointments individually.
5. If the parent has been sent a personalised message by a teacher, as well as having received this by e-mail, the comment will pop-up after logging in and selecting the relevant parents' evening.
6. After the parent has made an appointment they can add a comment.
7. Parents make all of their appointments and then either print or e-mail a confirmation to themselves, using buttons offered at the end of their booking process. They then simply attend on the night.
8. Parents can return to make changes to their bookings. Even after the booking deadline has passed, parents can cancel their bookings if they cannot attend.