

Quick Start Guide (version 1.1)

Accessing Parents' Evening Booking System from within Groupcall Messenger v5

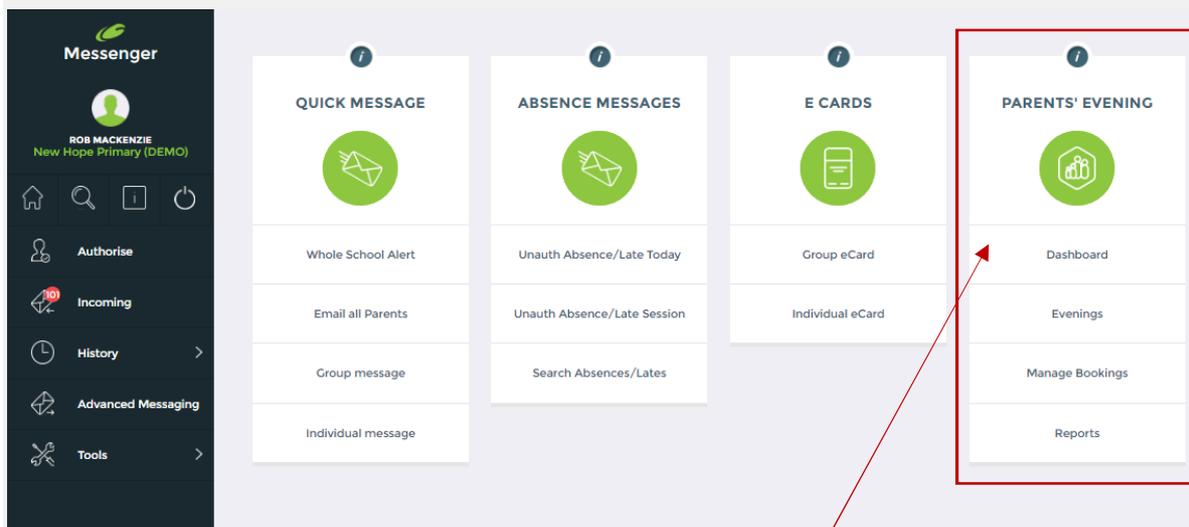
You can access the Parents' Evening Booking System from Groupcall Messenger.

Navigate to the following URL/address and enter your Messenger v5 username and password.

<http://m5.groupcall.com>

Your login credentials were either provided by Groupcall, in the case of the Main Account Holder, or they would have been set-up by your School administrator. Please speak to that person before contacting support if you do not know your username.

How do I login to the Parents' Evening Booking System?



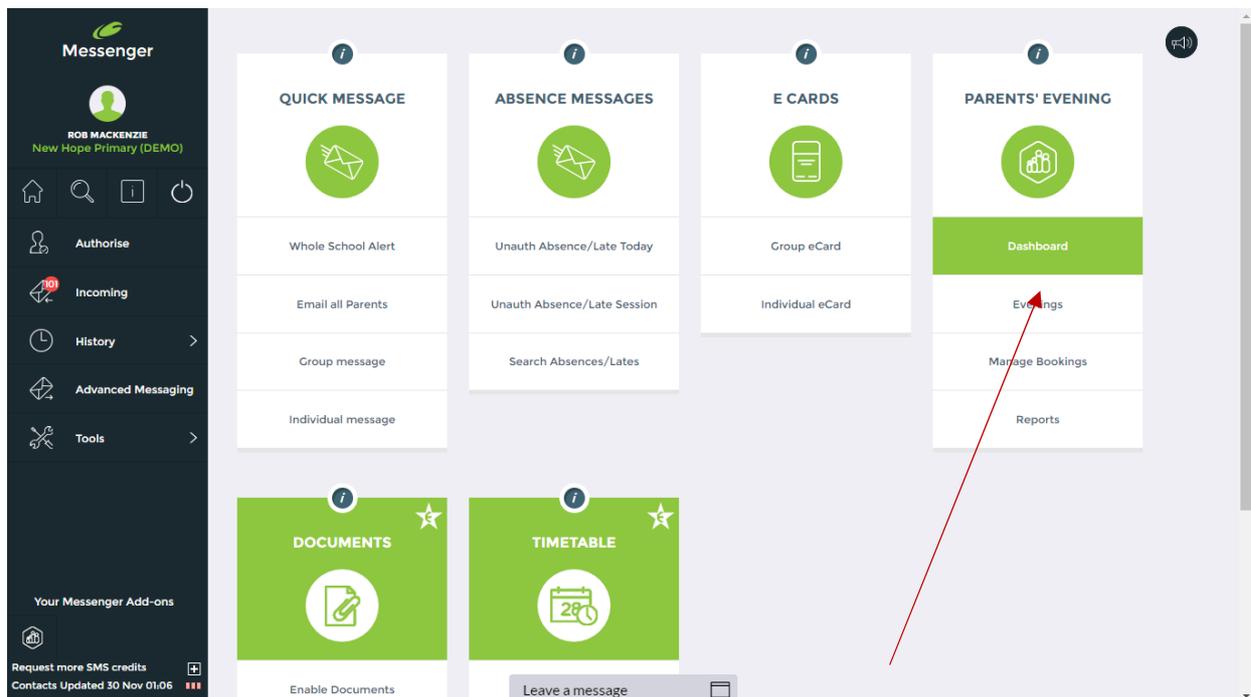
Messenger Tiles is a brand new, easy to use, new-look for Messenger.

It consists of a collection of Wizards, that not only make the tasks you are used to completing much simpler and quicker, but allows you to accomplish a range of tasks that were previously impossible using the older look and feel.

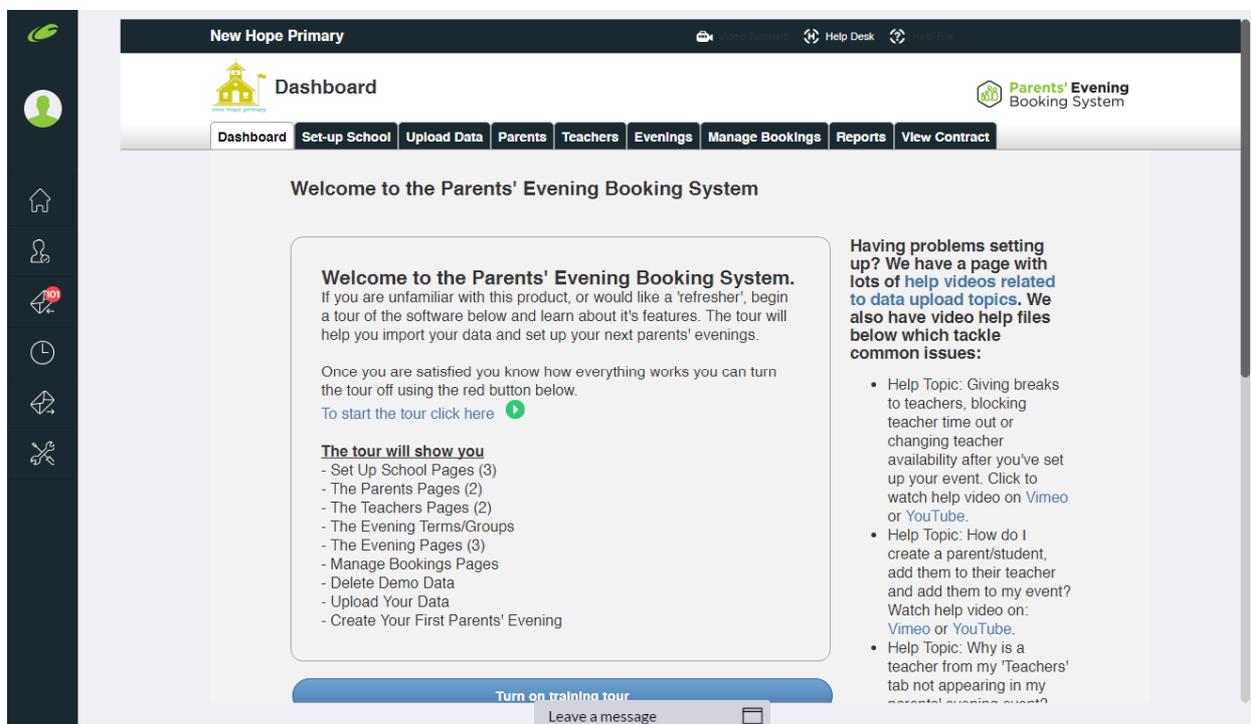
You will find the **Parents' Evening Booking System's** tile on your Messenger dashboard. If you do not, speak to your school's administrator and request it be added for you.

Parents' Evening Booking System Quick Start Guide

1. To login, select 'Dashboard' from under the 'Parents' Evening' tile on the home screen of Messenger. This will launch the Parents' Evening Booking System Admin area.



2. Once the **Parents' Evening Booking System** opens, you can navigate through it using the tabs at the top of the page. You'll begin on Dashboard and as you move along the tabs towards the right you'll complete the tasks required to set up and run your parents' evening, in the correct order.



3. To set up a parents' evening there are two main tasks:

- i. Upload the school's pupils, parents, teachers and classes (hereafter referred to as "data")
- ii. Set up your parents' evening (by inputting dates and times)

4. To export and upload your school's data, please follow the instructions which appear when you click on the big blue 'Click for instructions guide' button on the 'Upload Data' tab (see below). Different instructions apply to each MIS database used by schools in the UK. If your school uses SIMS, you'll be shown SIMS instructions, for example. If you're being shown incorrect instructions just [let us know](#).

Instructions

You can upload a file of data using one of the systems described below.

- Your file size should be less than 3MB. The upload will fail if the size is larger.
- If your file is larger than 3MB please split it into two or more CSV files.
- Select one of the options below to upload the relevant file from your computer.

[Click for Instructions guide and learn how to upload data](#)

5. Follow the instructions provided to extract your data for the Parents' Evening Booking System. Either you will be uploading a spreadsheet of data OR you will be clicking a button to import your data in one click, depending on your database.

6. If you've uploaded your data (all instructions are above), you can proceed to the Evenings tab and set up your event. You may still need to make changes, for example:

- You may need to swap some classes from one teacher to another
 - This is done on the Teachers tab – instructions are at the top of this page
- You may need to block out certain teacher times/days, or extend a teacher's time
 - This is done by going to Reports > [term name] > [event name] > 'List of Teachers and Appointments' > click on the teacher's name > use the tools above the correct day to block out or extend times

7. You can send parents their invite and/or instructions in any of the following ways:

- Evenings tab > [Term/Group Name] > Down Arrow beside 'Edit' > Send Invite to Parents
- Downloading a template e-mail/letter from here: <http://parents-booking.com/essential-downloads/>

8. You can make appointments for parents who need help by using the Manage Bookings tab. By selecting the correct department, then the correct teacher, then clicking on the right time, you can pick the register class the student is in, the student's name and the parent's name to make an appointment.

To make your booking, select the subject, followed by the teacher. Then choose a free time slot from the list.

March Evening, 01/03/2017

Search :

Class Teacher Year 5

Previous 1 Next

Miss S Fortune OAK	Mr K H Myles BKH	Mr O Joyner PINE	Mr R Perrin ELM
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Previous 1 2 3 4 Next

03.00 PM	Kiera Baines 5BB	<input type="checkbox"/>
03.10 PM	Laura Adams 5BB	<input type="checkbox"/>
03.20 PM	Available (Click to reserve)	
03.30 PM	Available (Click to reserve)	
03.40 PM	Available (Click to reserve)	
03.50 PM	Available (Click to reserve)	
04.00 PM	Laura Adams 5BB	<input type="checkbox"/>
04.10 PM	Available (Click to reserve)	
04.20 PM	Available (Click to reserve)	
04.30 PM	Available (Click to reserve)	

9. As well as being able to make appointments, you can cancel an appointment, and send a personalised message to the parent explaining why, by ticking the appointment(s) you want to delete and then using the "Cancel bookings selected below).

10. If you would like to see statistics on your parents' evening(s), check who has and has not booked, print off teacher appointment schedules, make breaks for staff, extend staff timetables and check attendances, use the Reports tab.

New Hope Primary Video Tutorials Help Desk Help File

< Back Reports Parents' Evening Booking Sys

Dashboard Set-up School Upload Data Parents Teachers Evenings **Manage Bookings** Reports View Contract

Reports before parents' evenings

Number of children: 30
 Number of parents: 51
 Percentage of students whose parent(s) have made a booking: 36%

Reports: [March Evening.](#)
 Register classes: 5BB,
 Number of bookings: 14

Type of report

- List of parents who have not booked yet:
- List of parents who have booked:
- List of bookings:
- List of teachers and appointments:

Sort By:

Year

Class

Parent Lastname

Child Lastname

[Submit](#)

- i. Use 'List of parents who have not booked yet' to see a table of parents who have not booked. You can print, e-mail and/or download this list. You can also use the 'Chase Parents' button to send parents a personalised follow-up e-mail.
- ii. The 'List of teachers and appointments' page will let you check any teacher's schedule (which allows you to make breaks, extend their start and end times or print their schedule), but also allows you to print off all teacher schedules in bulk and send a reminder of the appointments parents have made to them again. This reminder is useful to send on the morning of the parents' evening.

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< Back Reports Parents' Evening Booking System

Dashboard Set-up School Upload Data Parents Teachers Evenings **Manage Bookings** Reports View Contract

List of Teachers

Spring Term/March Evening.

This panel displays the list of reports available for each teacher from the Parents' Evening. Please select a teacher from the list below to open the report in a new window in a printable format. These reports will be deleted when the Parents' Evening is deleted.

Print Teacher Appointment Schedule(s)

Print All Teacher Schedules (including Available Times)

Print All Teacher Schedules (No Parent Comments)

Print All Parent Appointment Schedules

Print One Parents Appointment Schedule

E-Mail Appointment Reminder to All Parents

Teacher Name	Subject
Miss A Kent	Class Teacher
Miss S Fortune	OAK
Mr K H Myles	6KH
Mr O Joyner	PINE
Mr R Perrin	ELM
Mr C T Brown	6DD

Instructions for your school's teachers

Your school's teachers can login and check their appointment schedules at any time.

1. If you would like to first check what the login and password for your school's teachers is, check/set this on the 'Set Up School' page of your admin area, see screenshot below.

The screenshot shows the 'Set-up School' page for 'New Hope Primary'. The page has a navigation menu with 'Set-up School' selected. Below the menu, there is a 'Save' button and a section titled 'Enter or modify your details below. Save to confirm details.' The 'School usernames and passwords' section is expanded, showing two rows of input fields. The first row is for 'School Admin Name' (newhopeadmin) and 'Admin Password'. The second row is for 'School Staff Name' (newhopestaff) and 'Staff Password'. A red arrow points to the 'School Staff Name' field.

2. Send your staff to www.parents-booking.co.uk to login using the Staff username and password from above. All staff use the same login.
3. Once staff log in, they will be asked to type in their surname to see their appointment schedule.
4. Staff will not be allowed to make their own breaks or extend their schedule times unless allowed by the school admin when setting up/editing your parents' evening in the Admin area.
5. Staff can print off their schedules and read any comments parents have submitted in advance.

This is the list of appointments for March Evening. - 01/03/2017

Spring Term : March Evening.

Miss A Kent - [Class Teacher]

Print Teacher Appointment Schedule(s)

Extend start time to and end time to

Extend

Block times between and

Block Unblock

Submit

	Booking Details	Parent Details	Booking Comments	Teachers' Notes	Attendance
03.00 PM	Blocked				
03.10 PM	Blocked				
03.20 PM					
03.30 PM	Lorenzo Atwal, Class Teacher, 5BB	Atwal Major MATwal@groupcall.com	Click to reveal comments	Click to add private notes	<input checked="" type="checkbox"/>
03.40	Harry Scotting, Class Teacher	Scotting Thomas TScotting@groupcall.com	Click to reveal	Click to add private	<input type="checkbox"/>

- Like the Admin, school teachers/staff can use the Manage Bookings tab to make appointments or send a personalised message to one or multiple parents (this is done by using the 'Request to Parent' link on the 'Manage Bookings' tab. You can also prevent staff from being able to make and cancel bookings by giving them 'Read Only' access. To do this, log in to the Admin area, go to Set Up School tab, click on 'Preferences' in the bottom right corner and then turn on 'Read Only' access for staff.
- Staff can use Reports to view who has and has not booked, just like an Admin can.
- Below you will find links to resources which you can share with staff for their training:
PowerPoint presentation: <http://parents-booking.com/essential-downloads/>
Video: <http://parents-booking.com/teachers/>

Instructions for your school's parents

Your school's parents log in via a personalised website address. The address is always in this format:
<http://parents-booking.co.uk/your-school's-personalised-website-address>

- If you would like to first check what the personalised website address is for your school, check/set this on the 'Set Up School' page of your admin area, see screenshot below.

New Hope Primary Video Tutorials Help Desk Help File

Set-up School Parents' Evening Booking System

Dashboard Set-up School Upload Data Parents Teachers Evenings Manage Bookings Reports View Contract

Enter or modify your details below. Save to confirm details. **Save**

School details and URL link

School Name
New Hope Primary

This is the personalised address you will send your parents to to make their bookings. Please enter a unique name for your Public Area. You do not need to enter the full web address.
newhope
Only letters, numbers and underscores. No spaces. e.g.: <http://parents-booking.co.uk/schoolnamehere>

School Address, Line 1 **School Address, Line 2** **Town**
New Hope Primary
New Hope Primary

County **Postal/ZIP Code** **Country**
New Hope Primary New Hope Primary UK

- Parents need to be sent an invite or instructions. You can send parents their invite and/or instructions in any of the following ways:
 - Admin area > Evenings tab > [Term/Group Name] > Down Arrow beside 'Edit' > Send Invite to Parents
 - Downloading a template e-mail/letter from here: <http://parents-booking.com/essential-downloads/>
- Once parents arrive at their login page, they will be asked to input their login details. Generally, they will be asked to input their name, child's name, child's date of birth and/or their other contact details. Sometimes schools will ask parents to input a username and password. If you would like to switch to a different login method, use the 'Parent Login Method' button at the bottom of the Admin area's 'Set Up School' tab.
- After the parent has logged in, they'll be shown the parents evening(s) that are open and that they have their children in. Parents are offered two booking options (although either can be turned off in the Admin area > 'Set Up School' tab > Preferences page). 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.
- 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.
- After the parent has makes a booking they can add a comments. These are shown to staff and hopefully lead to better prepared meetings. Comment-making can be turned off by the school in the Admin area > 'Set Up School' tab > Preferences page.

December Parents' Evening 15/03/2017

Messages from Teachers Send School Feedback

Business Subjects All options booked English 1 option(s) remaining Humanities 2 option(s) remaining Maths 1 option(s) remaining

Previous 1 2 Next

Mr Mackenzie
English

Make Booking

Do you have any particular issues or discussion topics? Feel free to leave blank if not.

Press 'Make Booking' to confirm the booking.

Make Booking **Close**

05.00 PM Available (Click to reserve)

05.05 PM Available (Click to reserve)

05.10 PM **You have an appointment with Mrs Ross in Accountancy at this time**

05.15 PM Available (Click to reserve)

05.20 PM Available (Click to reserve)

05.25 PM Available (Click to reserve)

05.30 PM Available (Click to reserve)

05.35 PM Available (Click to reserve)

05.40 PM Available (Click to reserve)

View Instructions View your bookings Email your bookings Cancel all bookings

Your appointments
Mrs Ross
Accountancy
05.10 PM 15/03/2017

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.

Blueberry Example School
Parents' Evening Booking System

Parents' Evening: December Parents' Evening
School Contact Details
School Office info@blueberryschool.co.uk 01566 674 895

Dear Mr Alan Smith

Your appointments on

Date	Time	Student Name	Register Class	Teacher Name	Subject	Room
Wednesday 15/03/2017	5.00 PM (5 minutes)	Calum Smith	4D	Miss Neill	Geography	
Wednesday 15/03/2017	5.10 PM (5 minutes)	Calum Smith	4D	Mrs Ross	Accountancy	
Wednesday 15/03/2017	5.20 PM (5 minutes)	Calum Smith	4D	Mr Forwood	Science	
Wednesday 15/03/2017	5.30 PM (5 minutes)	Calum Smith	4D	Mr Holmes	Pe	
Wednesday 15/03/2017	5.40 PM (10 minutes)	Tasha Smith	Test	Miss Care	Business Management	
Wednesday 15/03/2017	5.55 PM (5 minutes)	Tasha Smith	Test	Mr Forwood	Science	
Wednesday 15/03/2017	6.05 PM (5 minutes)	Tasha Smith	Test	Miss Neill	Geography	

If you have any queries, please do not hesitate to contact School Office on the telephone number shown above.

We look forward to seeing you at our event.

Blueberry Example School

8. Parents can return to the booking system to make changes to their bookings at any time. Even after the booking deadline has passed, parents can cancel their bookings if they cannot attend.