Parents’ Guide for Booking Appointments

Browse to https://marstongreen.parentseveningsystem.co.uk/ and press the return key on your computer

(Please note: do not type this into a search engine such as google, yahoo etc as it will not work on some computers – type it directly into the address bar exactly as it is written and press the return key and not the magnifying glass/search button)

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child’s “preferred” forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Step 2: Select Parents’ Evening

Click the green tick to select the parents’ evening you want to make appointments for.

Step 3: Choose Teachers

Your children’s teacher will appear.

Click on the Continue button to proceed.

PLEASE TURN OVER TO CONTINUE
Step 4: Book Appointments
Click ‘Book’ to make your appointment with the teacher for the time you wish.

After you have finished booking all your appointments, click on “click here” in the yellow box at the top of the page to send the confirmation email.

Step 5: Finished
You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents’ evening. To send the school feedback about this system, click on “Send Feedback”.

Viewing/Editing/Printing Appointments
You can also view and print your appointments online by clicking the “Appointments” tab. Please bring a print out of your appointment times to the parents’ evening.

You can change your appointments by clicking on “Add/Edit/Delete Appointments”. There is a link at the bottom of the confirmation email which logs you back into the system.