

How Do I Book and Attend a Parents' Evening Slot?

Parents can book a Parents' Evening slot by logging in to their Edulink One account

Booking An Appointment

Parents must [log in to Edulink One](#) (either on the desktop/browser version or the app). However, if they are downloading the app for the first time, then they must use the **school ID** or the school **postcode** to access the Edulink One login screen.

Parent Edulink One accounts are provided by your school, if you do not have an account, please contact your school.

If you are using an Android device, Google Chrome needs to be downloaded to your device if it doesn't have it (older Samsung phones, for example, use their own browser).

Then, parents must log in using the username and password provided by the school. If they can't remember their password, they can reset their password by

following the instructions in the article (See Below) [How do I reset my password?](#)



More Button

If parents cannot see Parents' Evening on the main homepage, then they should select the **More** button to view additional features that are not in view.



Parents' Evening Button

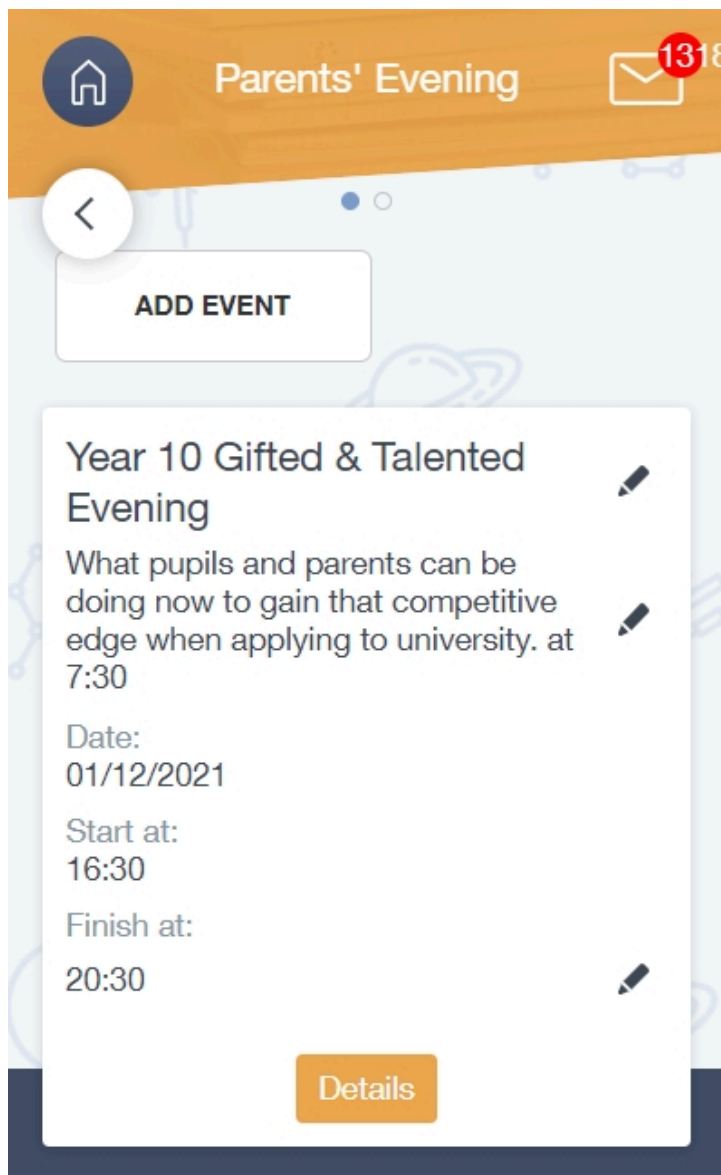
Next, parents select the **Parents' Evening** button to book Parents' Evening appointments for their child.

All Parents' Evening events for a child will appear in the Parents' Evening window. To access the booking window, **click** anywhere on the event.

Name	Information	Date	Start time	End time
Year 7 Parents' Evening (Britt Test)	Click here. Parents please park in the rear car park.	16/06/2021	16:00	20:00

Click anywhere on the event to open the booking window.

Parents' Evening Events



Phone View: Click on the event to book

If more than one child attends the school and they are attending the same event, parents can select which child they are looking for by checking their name in the top slots column next to "Learner:" and book as appropriate.

Then, the parent will see a table of all the teachers/ subjects they can make bookings for (if this is a form tutor event there may only be one). **If more than one child is attending the event, scroll horizontally to see the subjects of the other child.**

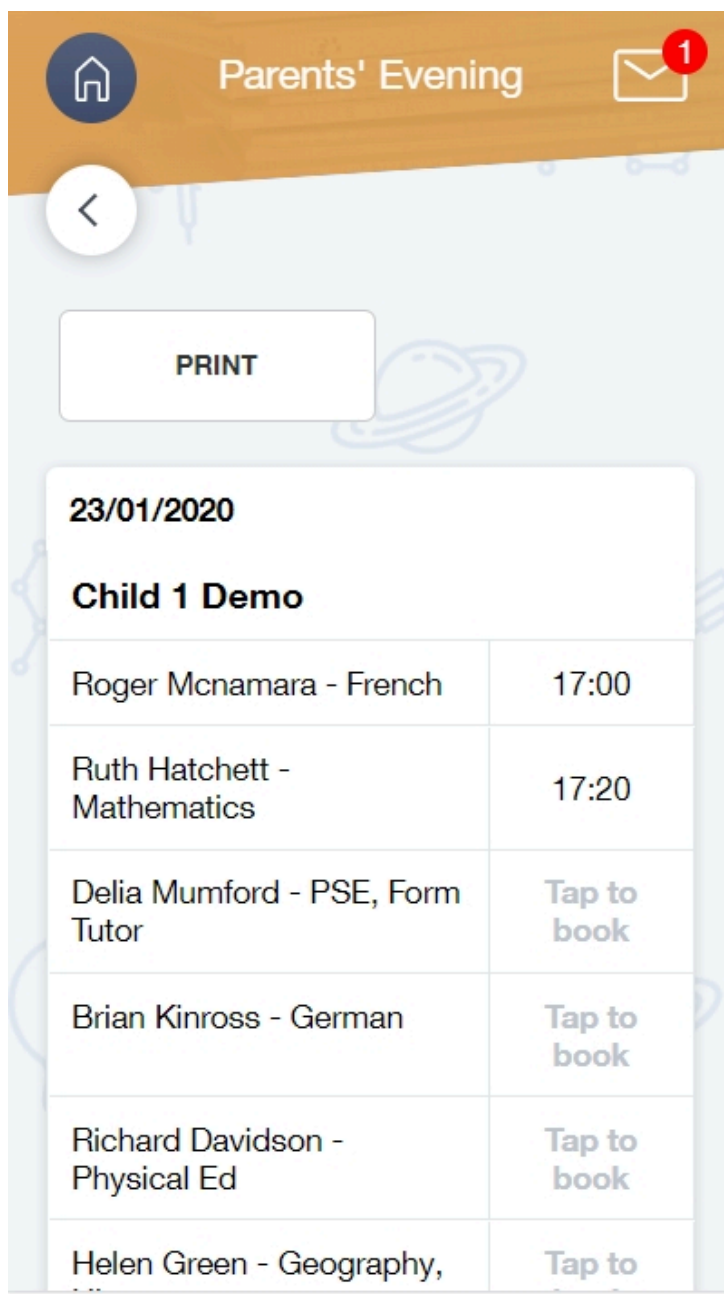
Slots:	Religious Education Teacher: A Blacker Learner: Bethany Dexter	Physical Ed Teacher: J Young Learner: Bethany Dexter	Citizenship Teacher: C Hughes Learner: Bethany Dexter	English Teacher: M Lubbock Learner: Bethany Dexter	Mathematics Teacher: C Jones Learner: Bethany Dexter
16/06/2021					
16:00					
16:05					
16:10					
16:15					
16:20					

Teachers and subjects appear here.

Click on the time slots you wish to book for each subject and teacher.

Parents' Evening Booking Table

Phone View:



Phone view: Tap to book

Next, parents click on a **time slot** to book the subject and teacher. They can add a comment here if there is something specific they would like to discuss with the teacher.

BOOK SLOT



Date: 2021-06-16 16:05:00

Subjects: English

Learner: Bethany Dexter

Comment:

CANCEL

BOOK

Book Slot Window

SLOTS MANAGING ×

Teacher: Delia Mumford

Teacher location:

Subject: PSE, Form Tutor

Learner: Child 1 Demo

Available Slots:

-

Comment:

BOOK

Phone view: Book Slot

Booked slots appear in **green**. Some schools will not allow parents to book consecutive slots to give them time to move to the next appointment location—these blocked slots appear as a **grey** box with a **red x**.

The same grey box with a red x will appear on slots that have already been booked by another parent.

Slots:	Religious Education Teacher: A Blacker Learner: Bethany Dexter	Physical Ed Teacher: J Young Learner: Bethany Dexter	Citizenship Teacher: C Hughes Learner: Bethany Dexter	English ✓ Teacher: M Lubbock Learner: Bethany Dexter	Mathematics Teacher: C Jones Learner: Bethany Dexter
16/06/2021					
16:00	×	×	×		×
16:05	×	×	×	BOOKED	×
16:10	×	×	×		×
16:15					
16:20					

Booked Slots and Unavailable Slots

All booked slots are automatically saved.

Unbooking An Appointment

To unbook an appointment, parents must log in to Edulink One and locate the Parents' Evening button.

Following this, parents click on the Parents' Evening Event in the Parents' Evening window. Clicking on the event brings the parent to the booking window where they booked their time slots.

To Unbook a time slot, select the **Booked** appointment. This also applies when using a smartphone or device.

Slots:	Religious Education ✓ Teacher: A Blacker Learner: Bethany Dexter	Physical Ed ✓ Teacher: J Young Learner: Bethany Dexter	Citizenship Teacher: C Hughes Learner: Bethany Dexter	English ✓ Teacher: M Lubbock Learner: Bethany Dexter	Mathematics ✓ Teacher: C Jones Learner: Bethany Dexter
16/06/2021					
16:00	×	×	×		×
16:05	×	×		BOOKED	×
16:10	×	×	×	×	×
16:15	×	×	×	×	BOOKED
16:20	×	×	×	×	×

To unbook a slot, click on the booked slot and press Unbook.

A window will appear with the option to **Unbook** the appointment in red.

SLOT INFO ✕

Date: 2021-06-16 16:05:00

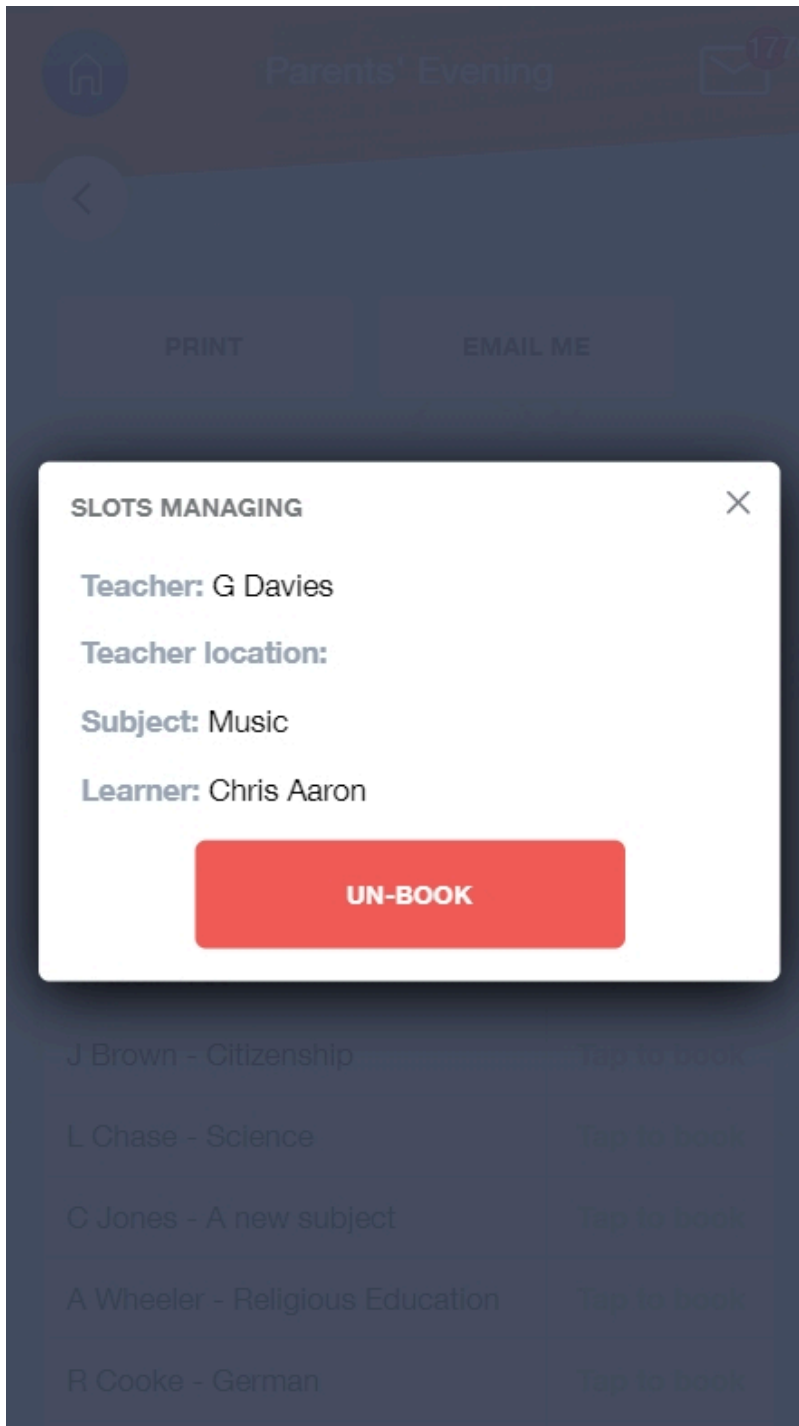
Subjects: Mathematics

Learner: Bethany Dexter

Note: -

UNBOOK

Unbook Time Slot



Unbook Phone View

Slots that are still available to rebook appear in white. If a parent can no longer attend that appointment or Parents' Evening, they can leave this subject blank or unbook all of their appointments.

Adding a Guest (Other Parent) to a Booking

This functionality must be enabled in the Parent Event tab by the school administrator before use. This only allows parents to add **one** guest per parent event.

Parents can add another parent or a person with parental responsibility to their bookings for parents' evening. The other parent or person with parental responsibility *must* have an **Edulink One account** to do this.

The person booking should click on the event to book time slots for the parents' evening.

Name	Information	Date	Start time	End time
Year 9 parents evening	Select event	30/11/2022	16:00	19:30
Year 9 Parent Event	Please park in the rear car park.	30/09/2022	15:00	17:00

Once the parent has made their bookings as above, they can select whether they would like to add a 'Guest' to the booking by clicking the 'Guest: +' button at the top of the table.

START APPOINTMENTS

GUEST: +

PRINT

Slots:

Citizenship, History Teacher: A Pinkney Learner: Mia Andersen	Computer Science Teacher: J Brown Learner: Mia Andersen	Geography Teacher: A Simmons Learner: Mia Andersen	Religious Education Teacher: E Paton Learner: Mia Andersen	English Teacher: F Turner Learner: Mia Andersen
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30/09/2022

15:00				
15:05				
15:10				
15:15				
15:20				
15:25				

Booking Parent's View

A new window opens and you can select the guest from the dropdown menu. **Only guests with parental responsibility and an Edulink One account will have this ability.** Additionally, teachers and admin staff cannot book a guest for a parent, only parents can add a guest to their booking. Click 'Save' to add the guest.

ADD A GUEST

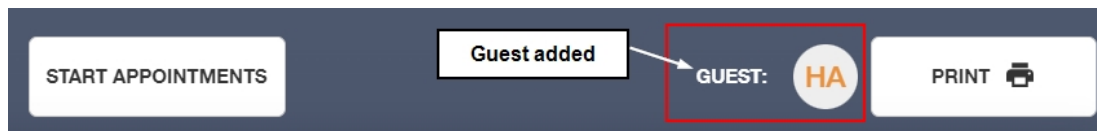
Select a guest

Mr Hugo Andersen

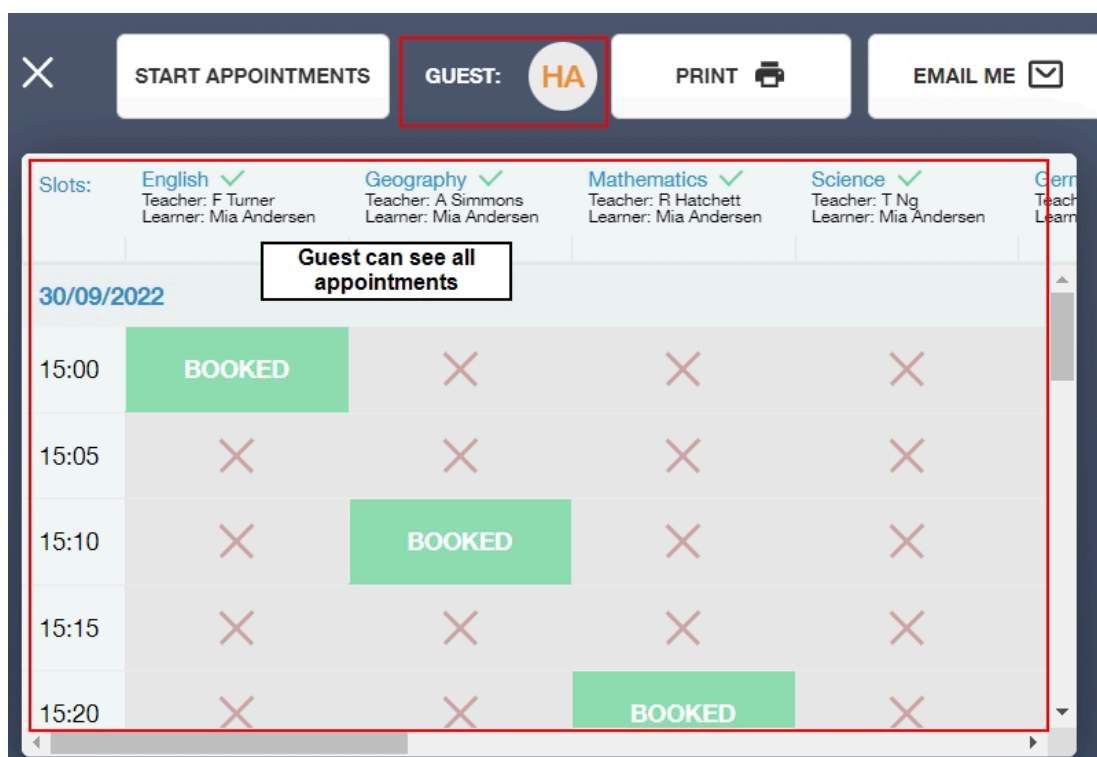
CANCEL

SAVE

The guest's initials will appear next to 'Guest' at the top of the booking table. Your guest will be able to see all of the bookings made by you and will be able to print them, etc... **However, they cannot make bookings for themselves.**



To view the appointments that the booking parent has made, the guest must log in to their Edulink One account, click on the Parents' Evening icon and select the appropriate parent event.



Guest View

If the guest decides they do not want to join the parents' evening or they want to make bookings for themselves, they can delete their guest status by clicking on their initials at the top of the window. Then they can click the bin icon to delete themselves as a guest.

ADD A GUEST



Mr Hugo Andersen ▼



CANCEL

SAVE

If the other parent has made the bookings, the guest cannot 'delete' themselves and try to add the other parent as a guest. *The parent or carer who made the bookings first must be the one to add the guest.*

Joining a Parent Event

If the parents' evening is in person, the guest has full visibility of all bookings made— they can print and email the bookings to themselves as well. They simply need to arrive with the parent who booked the appointment and proceed to their bookings as usual.

If this is an online (video) conference, both parents can join the meeting by clicking on the event and then on the 'Start Appointments' button in the top left corner. This is particularly useful if parents are joining from two locations. They need to wait in the video conference 'waiting area' until the teacher starts the appointment.

Time	Teacher	Parent	Parent and guest visible	Subject	Learner	Duration
15:00	Mrs F. Turner	Mrs Lotta Andersen * Mr Hugo Andersen		English	Mia Andersen	5 Minutes

The owner of the account will appear in the top right window and will be labelled 'Me'. On the large screen, the teacher will appear on one side and the other parent (or guest) will appear on the other. Each window will be labelled with the name of the person in the video.

Year 9 Parent Event

Your next appointment starts in 2 hours 46 minutes 45 seconds with Mrs F. Turner.

Time	Teacher	Parent	Subject	Learner	Duration
15:00	Mrs F. Turner	Mrs Lotta Andersen * Mr Hugo Andersen	English	Mia Andersen	5 Minutes

You simply need to wait for the next appointment and the teacher for that class will start it.

If you are experiencing issues in your browser (both on your computer and/or your phone), please try switching to the Google Chrome browser. You can also read, '[I am having trouble connecting to my parents' evening, what should I check?](#)' for more information.

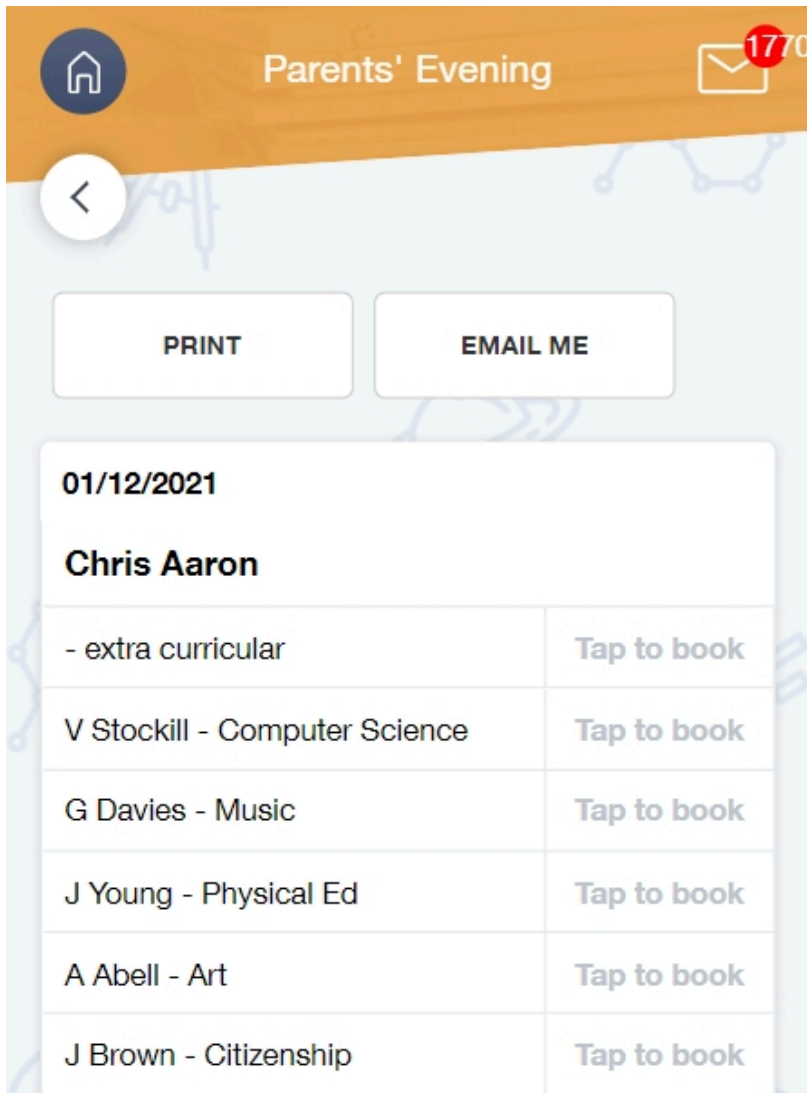
If there are still issues, contact your school as it could be the connection.

Print or Email Your Bookings

Once the parent's bookings or modifications are complete, they can **Print** their Parents' Evening Appointments or they can **Email** them to themselves.



Print or Email Appointments




Phone View: Print/Email Buttons

Print View:

A PDF version of the bookings appears. Parents can save the file or open it with their browser.

You have chosen to open:

 **parents-evening.pdf**

which is: Portable Document Format (PDF) (40.8 kB)

from: blob:

What should Firefox do with this file?

Open with Microsoft Edge (default) ▾

Save File

Do this automatically for files like this from now on.

OK

Cancel

Select Open with or Save file to Print

In their browser, parents have the option to print the PDF.

Confirmation of bookings

Date: Wednesday 16th June 2021

Name: Year 7 Parents' Evening (Britt Test)

Event Information:

Click here. Parents please park in the rear car park.

Time	Teacher	Learner	Subjects
16th June 4:05PM	Mr C. Jones	Bethany Dexter	Mathematics
16th June 4:15PM	Mr M. Lubbock	Bethany Dexter	English
16th June 4:25PM	Mrs E. Paton	Bethany Dexter	History
16th June 4:35PM	Miss J. Young	Bethany Dexter	Physical Ed
16th June 4:45PM	Mr A. Blacker	Bethany Dexter	Religious Education
16th June 4:55PM	Mrs B. Pearson	Bethany Dexter	Computer Science, German
16th June 5:05PM	Mr P. Brown	Bethany Dexter	Technology
16th June 5:15PM	Miss K. Burrows	Bethany Dexter	Art
16th June 5:25PM	Mr C. Hodgson	Bethany Dexter	Music

Image of Print Out

Email View:

An email confirmation will be sent to the parents' Edulink One message box. This is located at the bottom of the Edulink One homepage.

RECEIVED SENT Mark all read Archive

<p>EduLink One TODAY Your bookings for... email</p> <hr/> <p>EduLink One • 25/11/2020 Homework Remi... email</p> <hr/> <p>EduLink One • 25/11/2020 push</p> <hr/> <p>EduLink One • 16/10/2020 EduLink One - Yo... email</p>	<p>EduLink One 2021/06/04 12:12 Your bookings for Year 7 Parents' Evening (Britt Test) on Wednesday 16th June 2021 ARCHIVE</p> <hr/> <p>Confirmation of bookings on Wednesday 16th June 2021 (Year 7 Parents' Evening (Britt Test))</p> <p>Information: Click here. Parents please park in the rear car park.</p> <p>Your bookings: 4:05PM with Mr C. Jones (Bethany Dexter - Mathematics) 4:15PM with Mr M. Lubbock (Bethany Dexter - English) 4:25PM with Mrs E. Paton (Bethany Dexter - History) 4:35PM with Miss J. Young (Bethany Dexter - Physical Ed) 4:45PM with Mr A. Blacker (Bethany Dexter - Religious Education) 4:55PM with Mrs B. Pearson (Bethany Dexter - Computer Science.)</p> <p>REPLY</p>
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Confirmation of Appointments in your Received Messages in Edulink One

Parents can return to change their bookings up until the date the school has stopped taking bookings. For PCS, this will be 8.00am on the morning of the event.