## Instructions for Booking your Appointment for Parents' Evening

You will already have received your user-id and password via pupil post. Enter <u>www.rainowpri.cheshire.sch.uk</u> and click on the **PARENT LOGIN** option shown below.



You will then be presented with the screen below which will list all the pupils you are associated with. Click on the Parents' Evenings option

삼 Home   Log	gout	$\checkmark$		You are view	wing: Apupil, Rainowpupil1 🔻	
Parent Forum	Surveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity		
You have ch	nanged the pupil	you are viewing	to Rainowpupil1 Apupil			
You are cu	rrently viewing	Rainowpupil1	Apupil's details			
To change the pu	pil you are viewing pl	ease choose from the	list below			
View othe	r pupils					
Apupil, Rainowp	oupil2					
Apupil, Rainowp	oupil1					
Change Rai	nowpupil1 Apup	l's Details			· · · · · · · · · · · · · · · · · · ·	
Your Username						
tuesdaybreakt						
rainow01						
Update [	Details					
Change You	ur Login Details					
Your Username						
demoparent3						
Your Password						
Update [	Details					

You will then see the screen below. The blue drop down box will show which child you are making an appointment for.

Please note that	the view	you see	e relates	to this child c	only.			
📥 Rainow Primary School: W 🗙 🌔 Se	chool Spider : List of all p	× 🙀 Rainow Prin	nary School: W 🗙	School Spider : Parent / Gu 🗙			<u>\</u> .	- 0 <mark>- X-</mark>
← → C 🗋 https://secure.sc	hoolspider.co.uk/pa	rent/index.php?	m=meeting_list?				7	⊘☆ 🕫 =
🔛 Apps 🔺 Bookmarks 🗀 Imported F	From IE 🕒 Recruit an ap	prentice 🗋 my int	traNet 📋 New Tab					
	🔏 Home   Logout				wpupil2 🔻			
	Parent Forum Su	rveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity			
	All parents' ev							
							Page 1	
	Class 3 parents' eveni	ings 21/3 & 22/3		Starting 17:00 21/03/2016	Booking	Opens: 18:00 15/03/16		
	$\uparrow$							
						School S	Spitder	

## Click on the parents' evening link as shown above in red (the above dates are just an example)

## (PLEASE NOTE THAT THIS LINK WILL NOT BE AVAILABLE UNTIL 6pm ON MONDAY 24<sup>TH</sup> SEPTEMBER)

You will then see the screen below. (To find available slots for the second evening, simply scroll down on the screen below).

All available slots are show in red and you can select your preferred time by clicking on the relevant red slot box.

				/	
🔏 Home   Logout		You are viewing: Apupil, Ra	inowpupil1 🔻		^
Parent Forum Surveys & Forms	Parents' Evenings Pupil Attainment & Reports	Pupil VLE Activity			
Class 6 parents' evenings	21/3 & 22/3				
Title: Class 6 parents' evenin For the parents in the followin Start time: 17:00 21/03/201	gs 21/3 & 22/3 ng class: Class 6 6				
17:00 21/03/2016	This slot is available		Book this slot		
17:10 21/03/2016	This slot is available		Book this slot		
17:20 21/03/2016	This slot is available		Book this slot		
17:30 21/03/2016	This slot is available		Book this slot	$\checkmark$	
17:40 21/03/2016	This slot is available		Book this slot		
17:50 21/03/2016	This slot is available		Book this slot		
18:00 21/03/2016	This slot is available		Book this slot		
18:10 21/03/2016	This slot is available		Book this slot		
18:20 21/03/2016	This slot is available		Book this slot		
18:30 21/03/2016	Break				
18:40 21/03/2016	This slot is available		Book this slot		
18:50 21/03/2016	This slot is available		Book this slot		

Once you have booked your slot you will see the screen below. If you have more than one child in school please click on the white arrow in the blue drop down box to select a sibling and repeat the process from the top of page 2.

						X		
🚹 Home   L	A Home   Logout				You are viewing: Apupil, Rainowpupil1 🔻			
Parent Forum	Surveys & Forms	Parents' Evenings	Pupil Attainment & Reports	Pupil VLE Activity				
Your inform	nation has been s	aved.						
Class 6 pa	ss 6 parents' evenings 21/3 & 22/3							
Title: Class For the pa Start time	Title: Class 6 parents' evenings 21/3 & 22/3 For the parents in the following class: Class 6 Start time: 17:00 21/03/2016							
17:00 21/0	3/2016	This slot is av	ailable			Book this slot		
17:10 21/0	)3/2016	This slot has t	peen booked by you		Remove yourself	from this slot		
17:20 21/0	)3/2016	This slot is av	ailable			Book this slot		
17:30 21/0	)3/2016	This slot is av	ailable			Book this slot		
17:40 21/0	)3/2016	This slot is av	ailable			Book this slot		
17:50 21/0	)3/2016	This slot is av	ailable			Book this slot		
18:00 21/0	)3/2016	This slot is av	ailable			Book this slot		
18:10 21/0	)3/2016	This slot is av	ailable			Book this slot		
18:20 21/0	)3/2016	This slot is av	ailable			Book this slot		
18:30 21/0	)3/2016	Break						
18:40 21/0	3/2016	This slot is av	ailable			Book this slot		

As shown in the screen above, the slot has been booked and once you have finished booking your appointment times you can log out of the system.

You can log back in at any time if you wish to check your booking details.