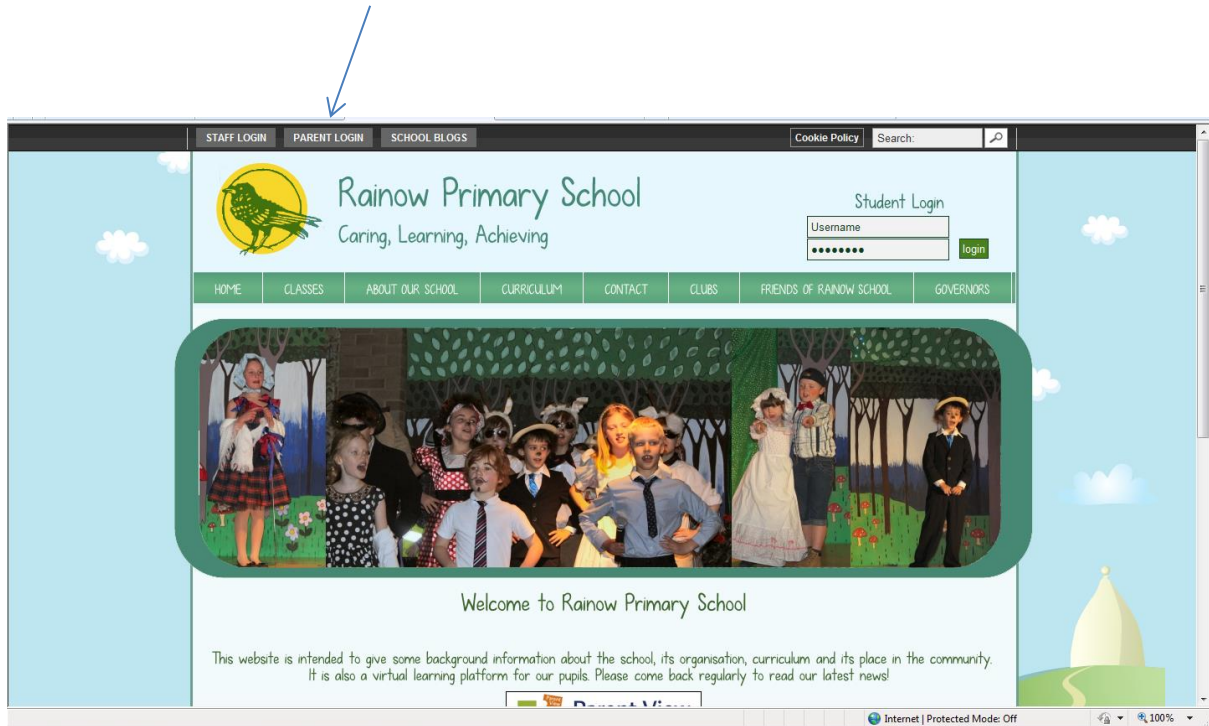
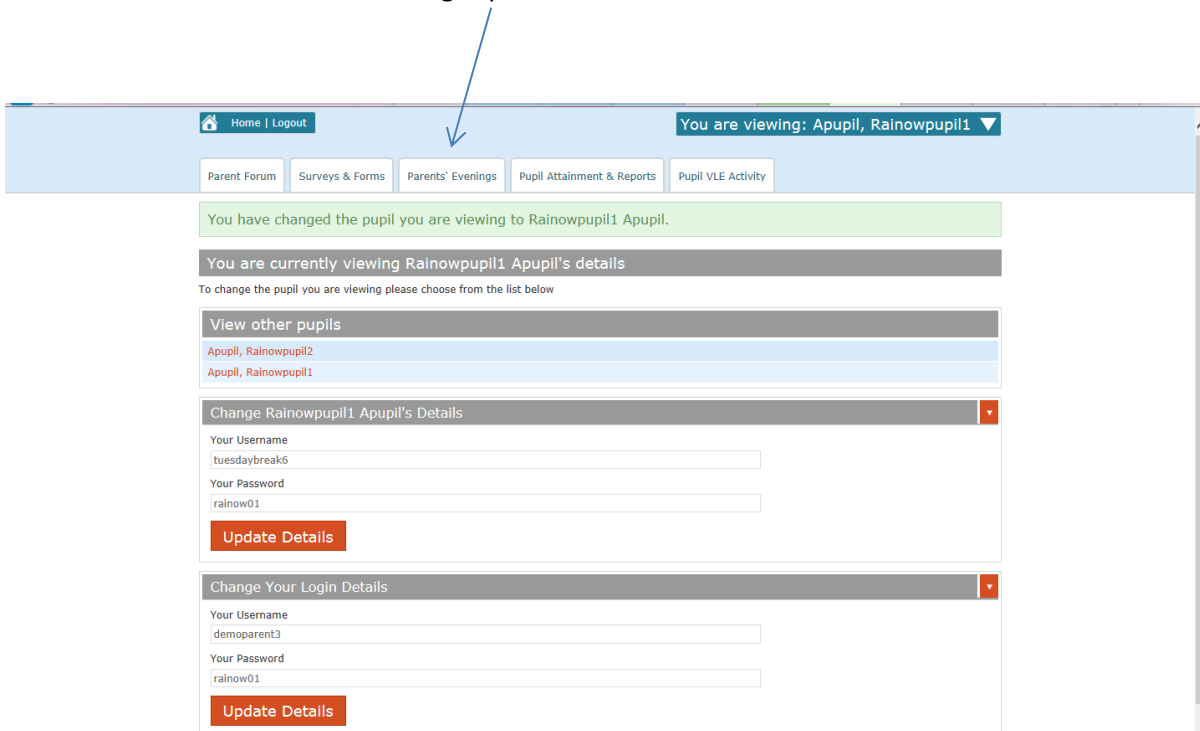


## Instructions for Booking your Appointment for Parents' Evening

You will already have received your user-id and password via email. Enter [www.rainowpri.cheshire.sch.uk](http://www.rainowpri.cheshire.sch.uk) and click on the **PARENT LOGIN** option shown below.

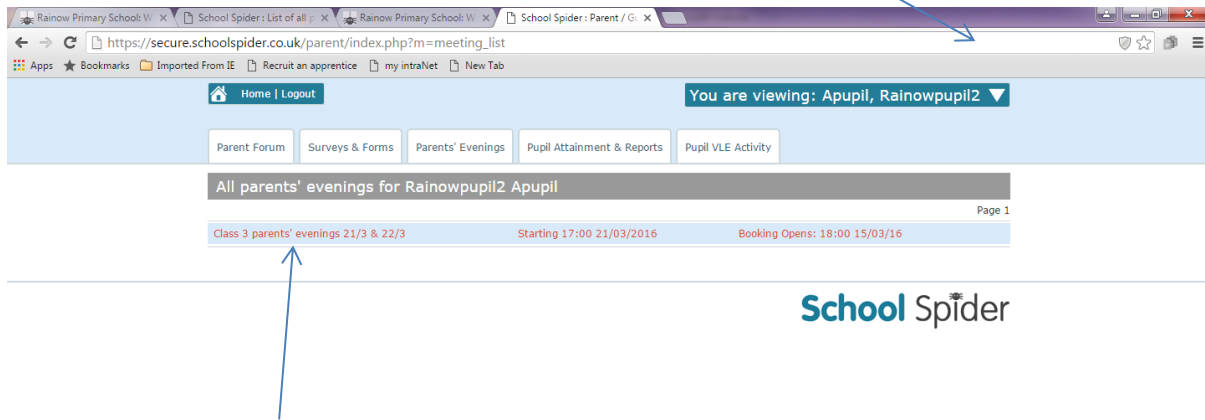


You will then be presented with the screen below which will list all the pupils you are associated with. Click on the Parents' Evenings option



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 relates to this child only.

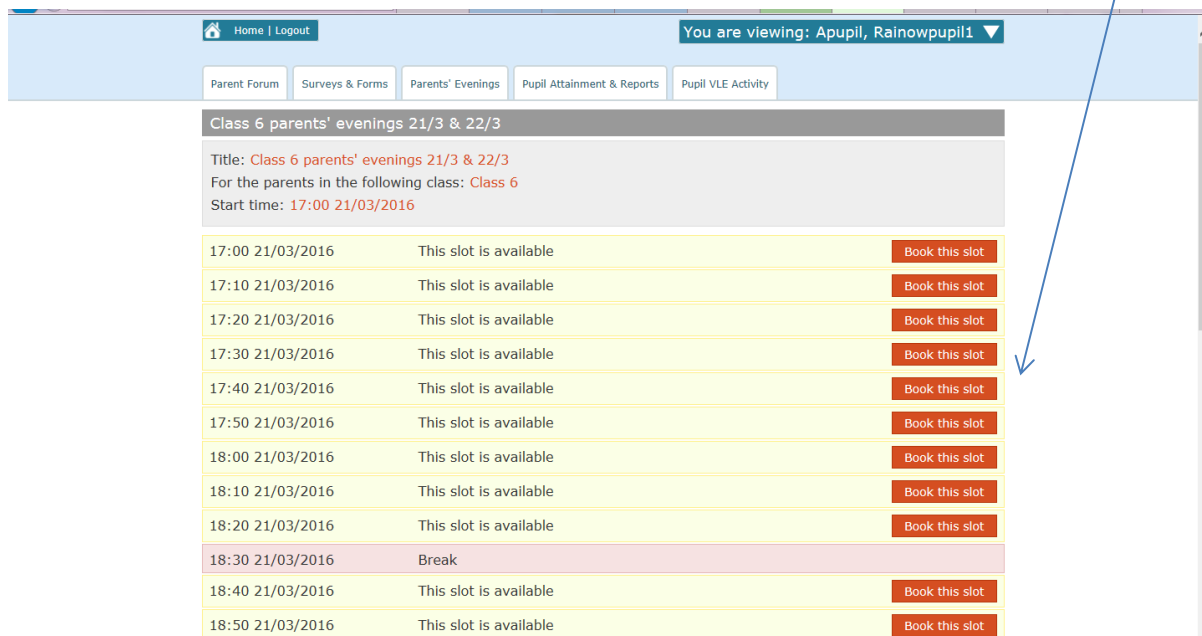


Click on the parents' evening link as shown above in red (the above dates are just an example)

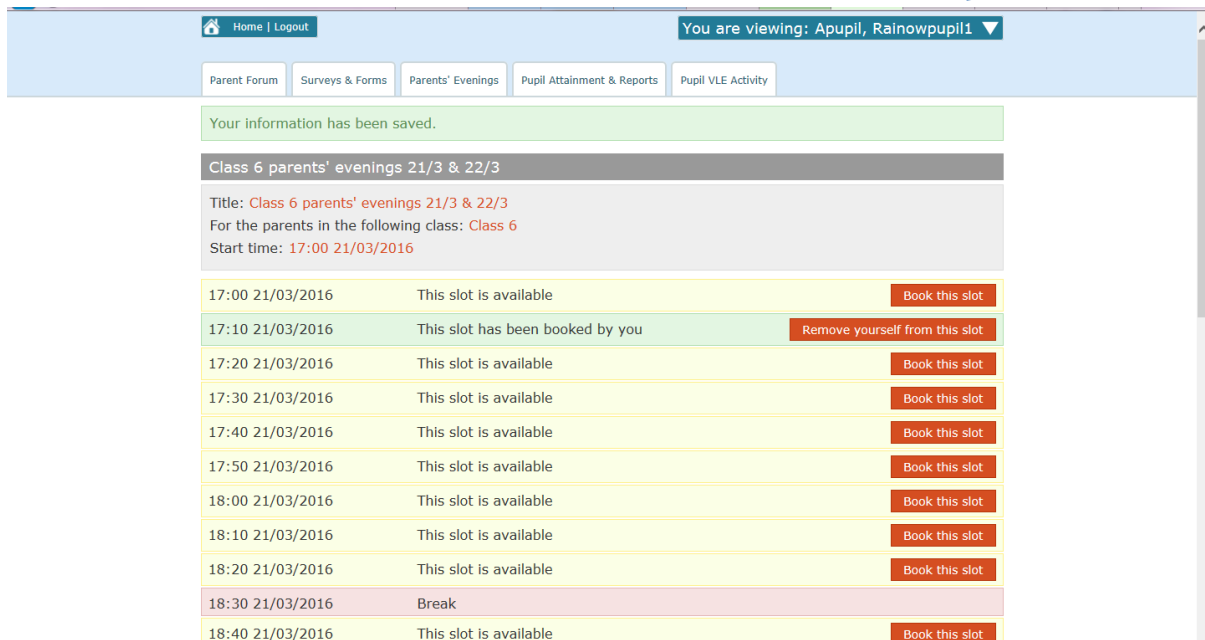
**(PLEASE NOTE THAT THIS LINK WILL NOT BE AVAILABLE UNTIL 6pm ON WEDNESDAY 12<sup>TH</sup> FEBRUARY)**

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.



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.



The screenshot shows a web interface for booking parents' evenings. At the top, there is a navigation bar with 'Home | Logout' and a user profile 'You are viewing: Apupil, Rainowpupil1'. Below this are several menu items: 'Parent Forum', 'Surveys & Forms', 'Parents' Evenings', 'Pupil Attainment & Reports', and 'Pupil VLE Activity'. A green message box states 'Your information has been saved.' The main content area is titled 'Class 6 parents' evenings 21/3 & 22/3'. It provides details: 'Title: Class 6 parents' evenings 21/3 & 22/3', 'For the parents in the following class: Class 6', and 'Start time: 17:00 21/03/2016'. Below this is a table of time slots with their status and booking options.

Time	Date	Status	Action
17:00	21/03/2016	This slot is available	Book this slot
17:10	21/03/2016	This slot has been booked by you	Remove yourself from 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
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

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.***