

# Hyndland Secondary Parents Evening Booking System

## How to guide

1. Visit <https://parents-booking.co.uk/hyndlandsecondary>  
Enter the details for you and for your child

If there is an issue with the details being entered, double check the spelling.

It won't be the email address, this is only used to send a confirmation of the appointments.

If there are issues, contact the school to ensure that our data is correct.



**Hyndland Secondary School**  
School contact details: School Office  
Phone: 0141 582 0130 Email: [headteacher@hyndland-sec.glasgow.sch.uk](mailto:headteacher@hyndland-sec.glasgow.sch.uk)

\* Fields marked with this are mandatory.

Parent's title\*

Mrs

Parent's Surname\*

Smith

E-Mail Address

j.smith@email.com

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name\*

Andrew

Child's Surname\*

Smith

Child's DOB \*

06

01

2000

Login

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### 2. When logged in, check that the details are correct.

The screenshot shows the 'List of Parents' Evenings' page. At the top, there is a navigation bar with 'Home', 'Video Tutorials', 'Help Desk', and 'Help' links, and a 'Log-out' button. The school's logo and name 'Hyndland Secondary School' are on the left, and the 'Parents' Evening Booking System' logo and language selector 'English (UK)' are on the right. The main content area is titled 'List of Parents' Evenings' and includes a sub-instruction: 'Click the Group that contains the Parents' Evening you want to make bookings for.' Below this is a table with the following data:

Name of Group	Parents' Evening	Date	Start	End
Autumn Term	S3 Parents Evening <a href="#">Booking Wizard / Manual Booking Table - Edit, Add, Print or E-Mail Bookings</a>	31/10/2018	04.30 PM	07.00 PM

Below the table is a section titled 'School Events' with a table that has columns for 'Name of Group', 'Event Name', 'Start Time', and 'End Time'. The table is currently empty, displaying the message 'No Events found for this Child.' At the bottom of the page, there is a 'Having problems?' section with contact information: 'If you are having any problems creating an appointment please contact us at, [headteacher@hyndland-sec.glasgow.sch.uk](mailto:headteacher@hyndland-sec.glasgow.sch.uk) Click here to watch our help videos if you are having problems.'

### 3. Click on Booking Wizard

Name of Group	Parents' Evening	Date	Start	End
Autumn Term	<a href="#">S3 Parents Evening Booking Wizard / Manual Booking Table - Edit, Add, Print or E-Mail Bookings</a>	31/10/2018	04.30 PM	07.00 PM

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4. On the page that loads, select the teachers and classes you wish to make an appointment for. You may wish to discuss this with your young person.

Please note that you should not make an appointment with Pastoral Care or with Senior Management as a matter of course- only if you specifically wish to discuss matters with them.

([Select All Teachers](#))

 *Indicates this teacher has requested a meeting*

Miss L. Robertson Geography 30 slots left at 5 minutes each	<input type="checkbox"/> Add
Mr A. Moghul Mathematics 30 slots left at 5 minutes each	<input type="checkbox"/> Add
Mr B. Cumming Engineering Science 30 slots left at 5 minutes each	<input type="checkbox"/> Add
Mr D. Bradbury Physical Education 30 slots left at 5 minutes each	<input type="checkbox"/> Add
Mr G. Kearney French	<input type="checkbox"/> Add

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5. You should also indicate the times you will be available, please note this may restrict which teachers you are able to make an appointment for.

Complete this section by clicking on “Make my bookings for me”

Select the day(s) and arrival and departure times on which you are available to attend.

We will automatically calculate the most effective route around your chosen appointments, based on the information you have provided, but cannot always guarantee to start within these times.

Wednesday 31 Oct 2018

Arrive 04.30 PM ▼

Depart 07.00 PM ▼

We'll calculate the most efficient route around the appointments you have requested, based on the information you've provided above. Depending upon availability, we cannot always guarantee to start and finish within your preferred times.

[Make my bookings for me](#)

6. This will generate a list of appointments for you. This will be sent as an email, but printed appointment sheets will be available for you on the night at the front door when you sign in.