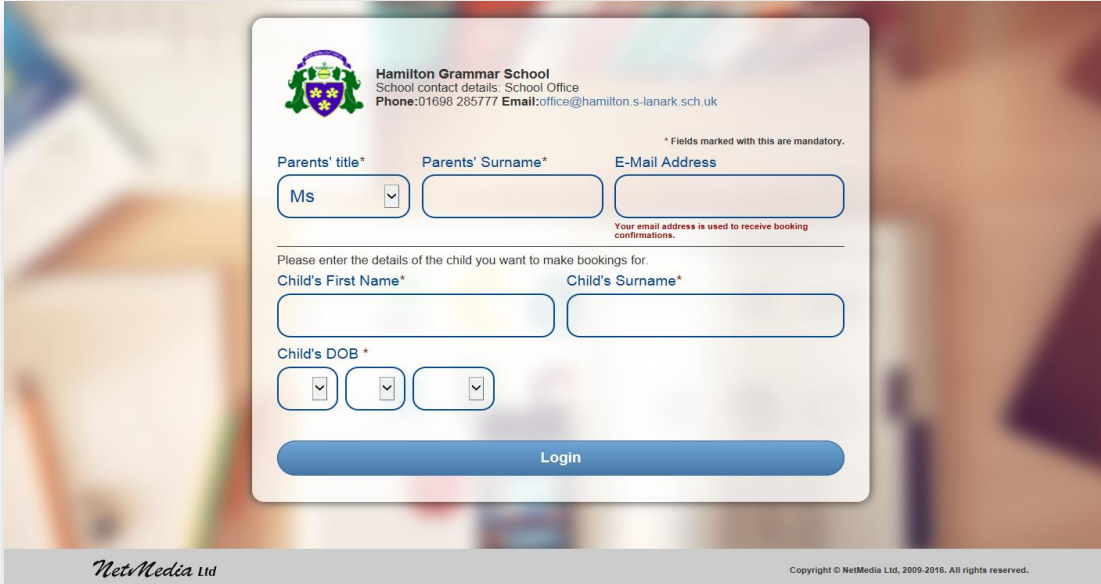


Parental On-line Booking Help Sheet

1. Log in by typing the following address into your website browser's address bar:

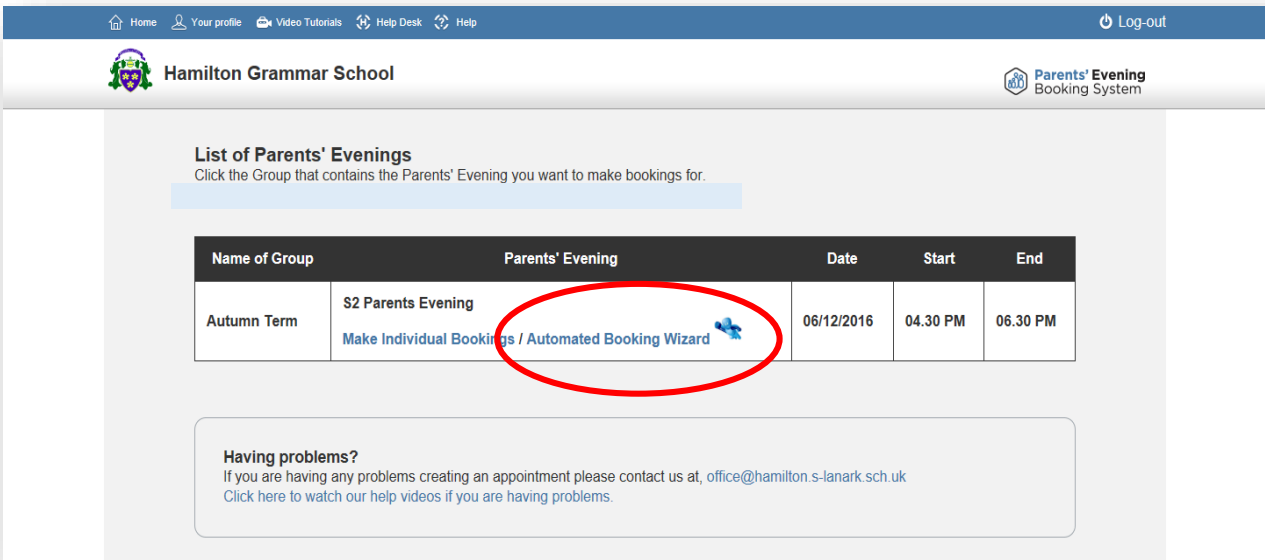
<http://www.parents-booking.co.uk/hamiltongrammar>

2. The screen below will appear. Fill in the blank boxes to log in to the booking system.



The screenshot shows a login form for Hamilton Grammar School. At the top left is the school's crest. To its right, the text reads: "Hamilton Grammar School", "School contact details: School Office", "Phone:01698 285777 Email:office@hamilton.s-lanark.sch.uk". Below this, a note states: "* Fields marked with this are mandatory." The form contains three input fields: "Parents' title*" with a dropdown menu showing "Ms", "Parents' Surname*", and "E-Mail Address". A small note below the email field says "Your email address is used to receive booking confirmations." Below these fields, a section titled "Please enter the details of the child you want to make bookings for." contains "Child's First Name*", "Child's Surname*", and "Child's DOB*" (with three dropdown menus). A blue "Login" button is at the bottom. The footer includes "NetMedia Ltd" and "Copyright © NetMedia Ltd, 2009-2016. All rights reserved."

3. The system will then ask you either make individual bookings or use the automated Booking Wizard. We would recommend using the wizard as it will work out the best appointment times for you, to ensure the least time between appointments.



The screenshot shows the "Parents' Evening Booking System" interface. At the top, there is a navigation bar with "Home", "Your profile", "Video Tutorials", "Help Desk", and "Help", and a "Log-out" button. Below the navigation bar, the Hamilton Grammar School logo and name are on the left, and the "Parents' Evening Booking System" logo is on the right. The main content area is titled "List of Parents' Evenings" and includes the 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 | S2 Parents Evening Make Individual Bookings / Automated Booking Wizard | 06/12/2016 | 04.30 PM | 06.30 PM |

Below the table, there is a section titled "Having problems?" with the text: "If you are having any problems creating an appointment please contact us at, office@hamilton.s-lanark.sch.uk Click here to watch our help videos if you are having problems."

The wizard will try to get the tightest grouping of appointments for you, even if you are making appointments towards the end of the booking window.

4. The booking system will then allow you to book appointment for the teachers you wish to meet. The quickest way to do this is to click the 'Select All teachers' button, highlighted below, then remove any subjects/teachers you do not wish to meet with.

Select a child to make an appointment for: (Click on the next child once you have selected bookings (below) for the first)

Select the teachers you would like to book for

(Select All Teachers)

★ Indicates this teacher has requested a meeting

| | |
|--|-----|
| Miss E. Higgins History 24 slots left at 5 minutes each | Add |
| Miss L. Templeton Home Economics 24 slots left at 5 minutes each | Add |
| Miss R. Cartwright Art 24 slots left at 5 minutes each | Add |
| Miss S. Cochrane ... | Add |

If you have two children in the same year group, both names will show up, to allow you to make separate appointments.

5. Finally the system will ask you when you are available for your appointments. Simply use the drop down menu to select the earliest time you can attend and the latest time you would like to meet with staff.

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.

Tuesday 06 Dec 2016

Arrive 04.30 PM

Depart 06.30 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

Once you have entered your times, click the 'make my bookings for me' button and the wizard will do all the hard work for you. It will even provide you with a printout that will be emailed to you. This means you can either print it out or refer to it on your phone.

As always, we are here to help if you have any difficulties. Call us on 01698 285777.