



## Guide to using the Knockloughrim Primary School Parent Interviews Booking System

Dear Parents

### Parent Interviews - Online Booking System

For our next Parent Meeting sessions at the end of this month we are continuing to offer our online booking system that hopefully gives you our parents as much choice as possible.

Instructions are attached and I would ask you to access the system via the link on [www.knockloughrim.org](http://www.knockloughrim.org) as soon as possible to register an email address and book the slot or slots you and your family require.

Should you not be able to access the internet then I would ask you to contact Rhonda in the school office on Monday who will be happy to arrange a slot for you.

Yours sincerely,

**STEP 1:** Visit our school website [www.knockloughrim.org](http://www.knockloughrim.org) and click on the "Parent/Teacher Meetings" link at the top of the page.



The following page should be displayed that will take you step by step through the process.

The screenshot shows a web page titled "Parents' Evening Booking System" for Knockloughrim Primary School. The page includes a school crest on the left and a login form on the right. The form has fields for "Parents' title\*", "Parents' Surname\*", "E-Mail Address", "Child's First Name\*", "Child's Surname\*", and "Child's DOB Format dd/MM/yyyy". A "Log In" button is at the bottom right. A red button labeled "Message from the School" is at the top right. The page also displays school contact details: "School Contact Details: Mrs Rhonda Redfern", "Phone: 028 70643407", and "Email: [redfern@knockloughrim.org](mailto:redfern@knockloughrim.org)". A note states: "Fields marked with \* are mandatory."

**STEP 2:** Here you enter your name Eg. "Mrs" "Brown" and email address [joanbrown@yahoo.com](mailto:joanbrown@yahoo.com) and the name of the first child whose Parents' Meeting you wish to arrange Eg. "Sally" "Brown" "23/06/2008" . Please note that all details must match those held currently on our school database and the date of birth should follow the format specified ie DD/MM/YYYY.

### **STEP 3: Making your appointments**

Once logged in you will be able to see the Parents' Interview Sessions available for that child.

Click on the link "Parents Evening" to open up the booking table which shows the options available for you.

Your child's teacher's name should then appear along with a table for all available slots. Note red slots are not available and cannot be booked. As our interviews are held over four days you can scroll down through each of the four days to see all available slots. (The system will ask you for any comments; these will be sent to the teacher prior to the meeting. You do not need to make a comment to complete a booking.) Then click 'Make Booking'.

### **Editing/Cancelling appointments**

You can click on your booked appointments at any time and edit the comments or delete the bookings if needed.

As you make appointments these will appear at the top of the screen and are shown on the booking slots so that you do not double book yourself.

### **STEP 4: Printing Appointments**

Your appointments can be printed out or emailed, to the email address that we have on record, by using the **Print My Appointments** or **Email My Appointments** buttons at the top of the page.

**STEP 5:** If you have another child you wish to make an appointment for please return to the login screen and put in their details.