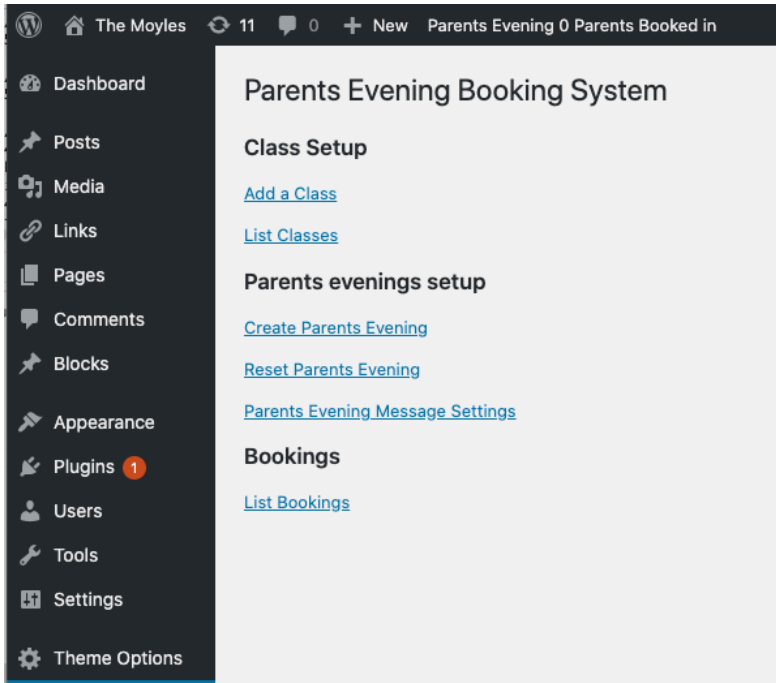


# Parents Evening Booking System Manual

## Initial Screen

Click on “**Parents Evening**” on the left hand side within your admin area  
www.domainname.com/wp-admin



## Main Menu Items

**Add a Class** – allows you to add another class

**List Classes** – shows all your classes

**Create Parents Evening** – creates a new parents evening

**Reset Parents Evening** – clears the current parents evening, so you can set up a new one.

**List bookings** – shows the bookings for your current parents evening

The first task is to add some classes...

# Set up Classes

Click on Add a Class, which will bring up this screen



**Class**

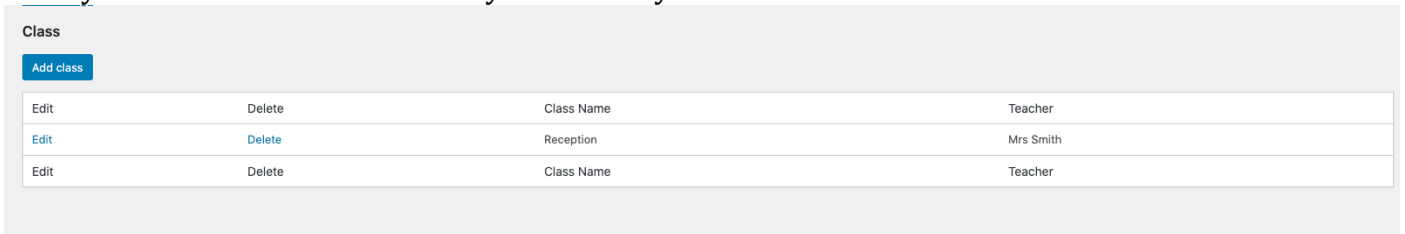
**Class Name**

**Teacher**

**Save**

Add the class name and teacher and click save.

Then you will see the list of classes you currently have



**Class**

[Add class](#)

Edit	Delete	Class Name	Teacher
<a href="#">Edit</a>	<a href="#">Delete</a>	Reception	Mrs Smith
<a href="#">Edit</a>	<a href="#">Delete</a>	Class Name	Teacher

Clicking **Edit** will edit that class and **Delete** will delete it.

## Create a new parents evening

If this is not your first parents evening, click **Reset Parents Evening** first to delete the old one.

Now click **Create Parents Evening**

### Set up Parents Evening

**Start Date**

**Last Date**

**Start Time eg 1500**

**End Time eg 1630**

**Appointment length in minutes eg 10**

**Which Classes?**

Reception Mrs Smith

**Save**

Click on the start and end date fields, to bring up a date picker.

The start and end time need to be 24hr clock without spaces or punctuation e.g. 1515 for 3:15pm

Check the classes you want to include and your parents evening will be created.

# View Bookings

You can view bookings once an evening has been created

Parents Evening Booking System

## Class Setup

[Add a Class](#)

[List Classes](#)

## Parents evenings setup

[Create Parents Evening](#)

[Reset Parents Evening](#)

[Parents Evening Message Settings](#)

## Bookings

[List Bookings](#)

[PDF of Bookings](#)

### Booking

Edit	Delete	Appointment Date	Class	Child Name
<a href="#">Edit</a>	<a href="#">Delete Child</a>	30th Sep 15:00	Reception	
<a href="#">Edit</a>	<a href="#">Delete Child</a>	30th Sep 15:10	Reception	Teacher's Break
<a href="#">Edit</a>	<a href="#">Delete Child</a>	30th Sep 15:20	Reception	Katie Moyle
<a href="#">Edit</a>	<a href="#">Delete Child</a>	30th Sep 15:30	Reception	David Moyle
<a href="#">Edit</a>	<a href="#">Delete Child</a>	30th Sep 15:40	Reception	
<a href="#">Edit</a>	<a href="#">Delete Child</a>	30th Sep 15:50	Reception	
<a href="#">Edit</a>	<a href="#">Delete Child</a>	30th Sep 16:00	Reception	

Clicking on **Edit**, allows you to edit a slot, including changing a booking.  
Checking on Teachers break makes that slot unavailable for booking

### Edit Booking for Reception with Mrs Smith on September 30, 2020 at 3:40 pm

**Teachers break**

**Child name**

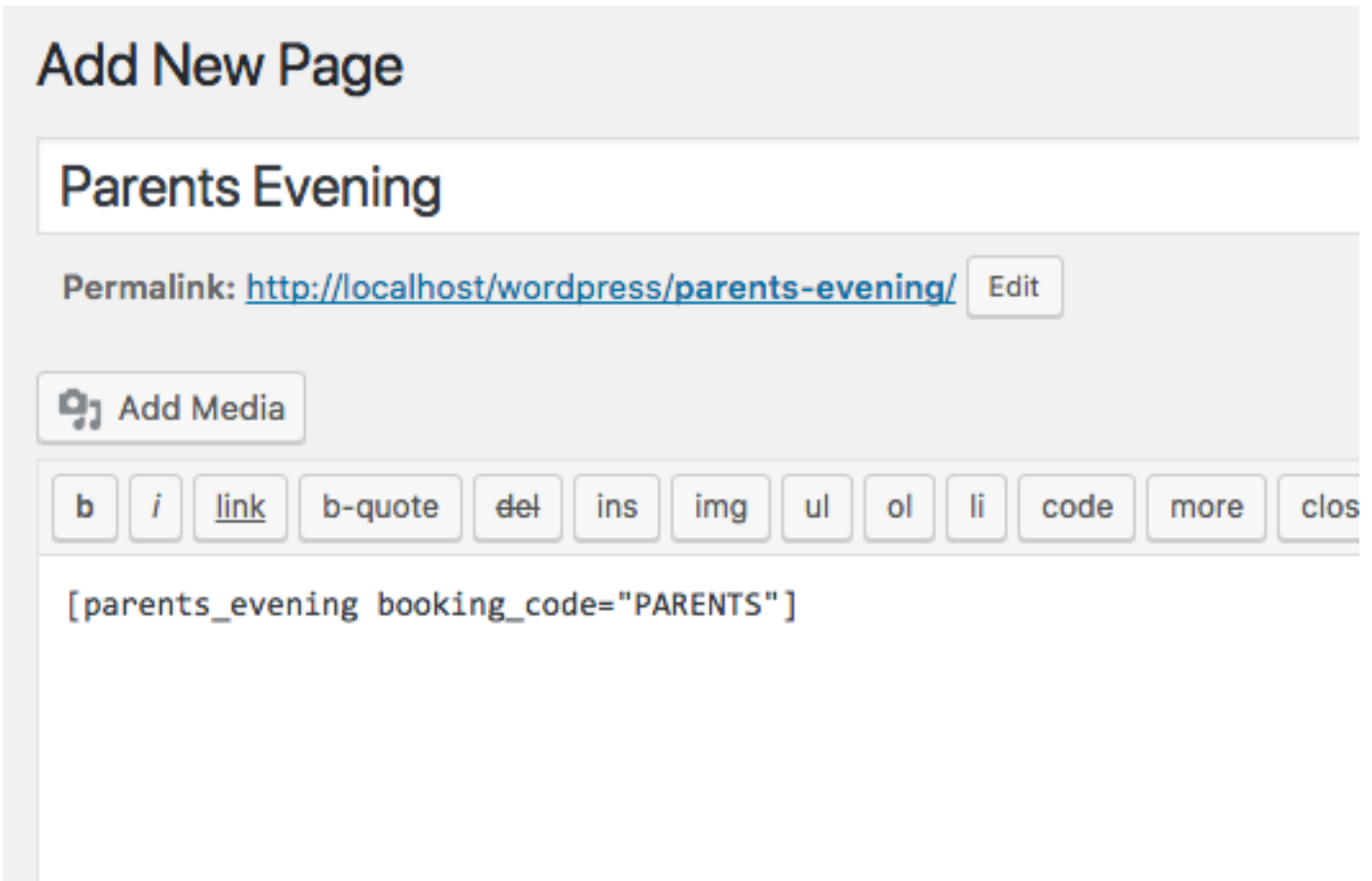
  
**Parents name**  
**Parents email**

Clicking **Delete Child** clears that appointment

You can download a PDF of bookings by clicking the PDF link

## Creating a page for parents to book in.

In you main Wordpress admin area [www.domainname.com/wp-admin](http://www.domainname.com/wp-admin), click on **Pages** and **Add New**



**Add New Page**

Parents Evening

Permalink: <http://localhost/wordpress/parents-evening/>

[parents\_evening booking\_code="PARENTS"]

Give your page a title and use the shortcode [parents\_evening booking\_code="PARENTS"]

You can change PARENTS to anything you like! That forces people trying to book in to add the booking code you have given them – it will help stop random bookings.

Over on the right click **Publish**.

# Parents Booking Page

Looks like this...

## Parents Evening

### Parents Evening Booking Form -

Class Reception Mrs Robinson

Parent/Guardian's Names

Parent/Guardian's Email

Booking Code

**Book**

If they click the class their child is in, it expands to show available slots.

## Parents Evening

### Parents Evening Booking Form -

Class Reception Mrs Robinson

Child's name

Thu 22nd Feb 15:00

Thu 22nd Feb 15:10

Thu 22nd Feb 15:20

Thu 22nd Feb 15:30

Thu 22nd Feb 15:40

They must enter their child's name

Then choose a slot and scroll down to fill in some more information, before clicking **Book**

Parent/Guardian's Names

Parent/Guardian's Email

Booking Code

**Book**

Once they have finished they will get an email and the screen will look like this

## Parents Evening

Parents Evening appointment for Biff Robinson in Reception on Thu 22nd Feb 15:00 booked