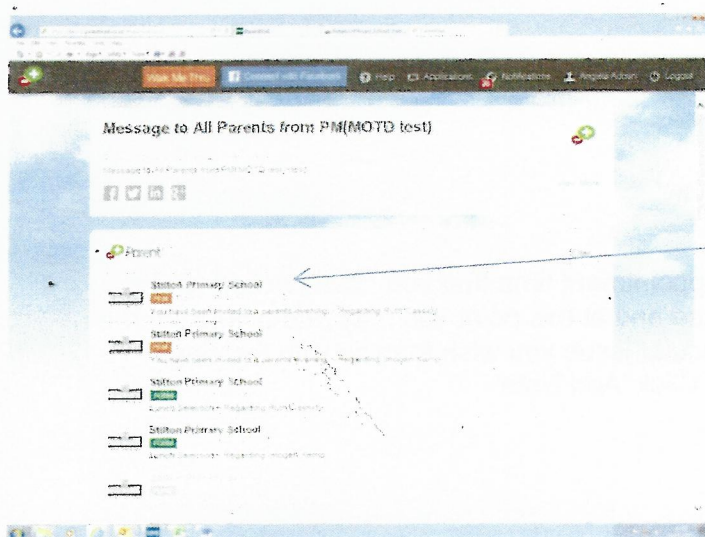
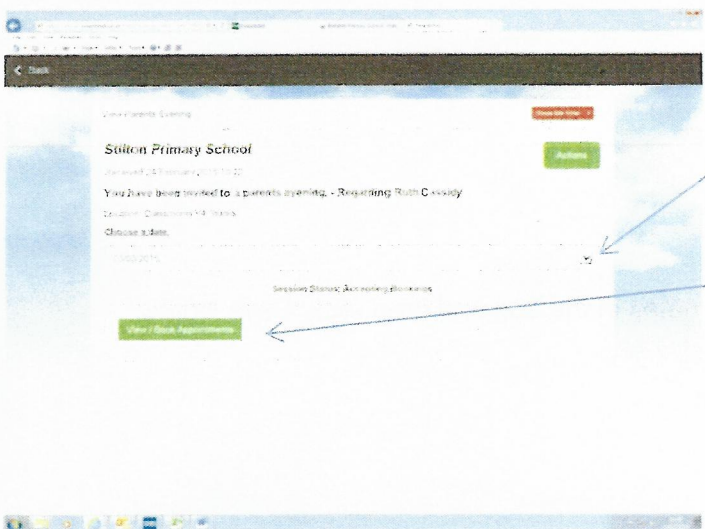


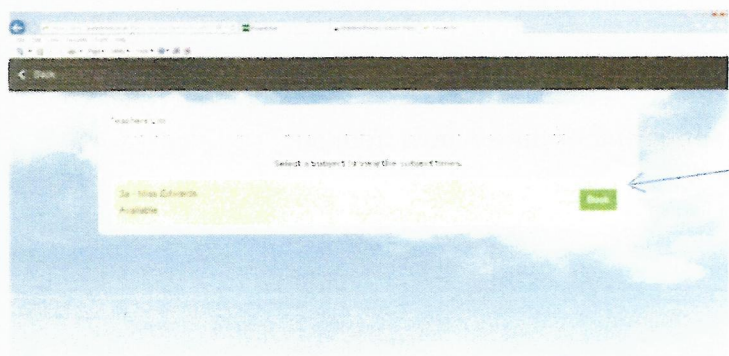
Parent Evenings - Booking Appointments with Parentmail PMX



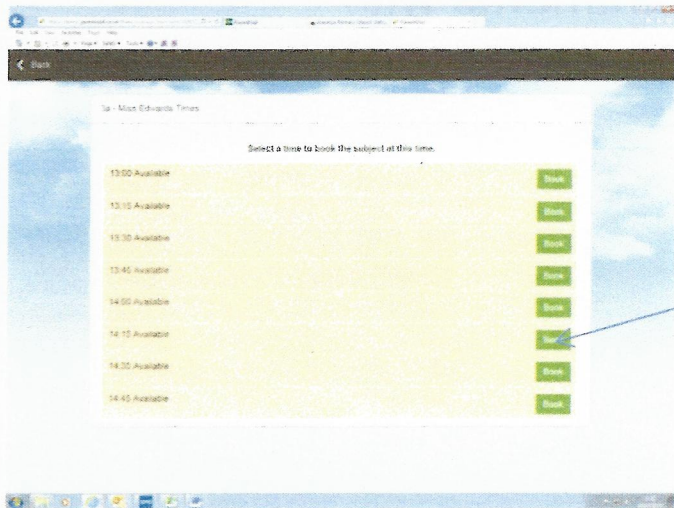
1. You will receive an invite to your Child's Parent Evening. Click on the invite message.



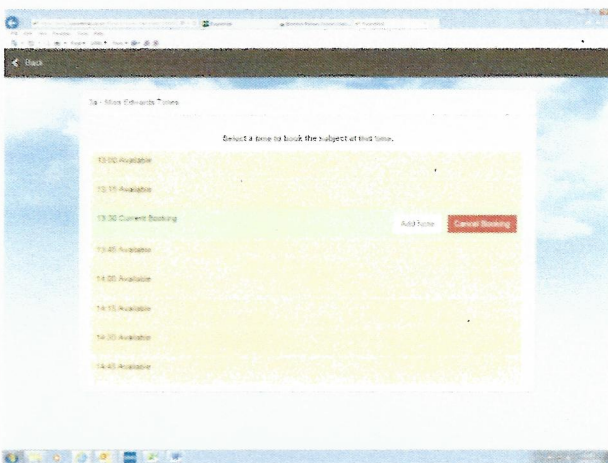
2. Use the drop down menu to 'Choose a date'. Select your preferred date and then click the 'View/Book Appointments'



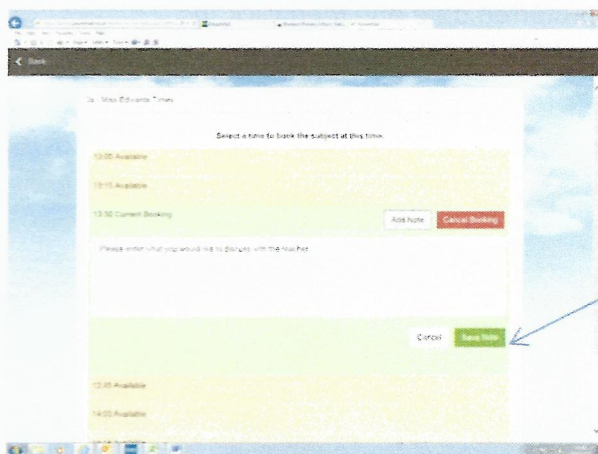
3. This screen will have your child's class teachers name. Click on 'Book' to view appointment slots



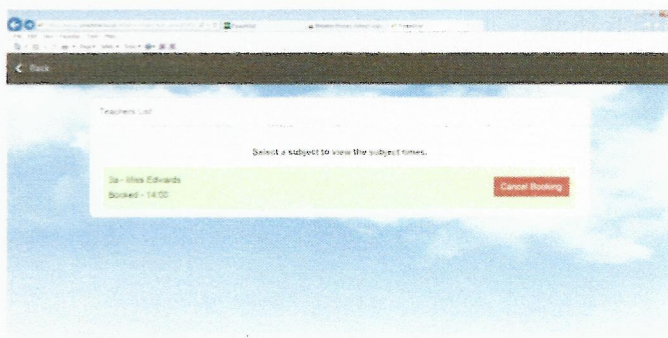
4. You will now see appointment times that are available to book. Choose a time and click on 'Book'



5. The appointment time that you have chosen will be highlighted and at this point you may add a note if there is a particular issue you wish to raise with the class teacher. Click 'Add Note'



6. Add any notes in the box and then click 'Save Notes'



7. Your appointment time is now booked.