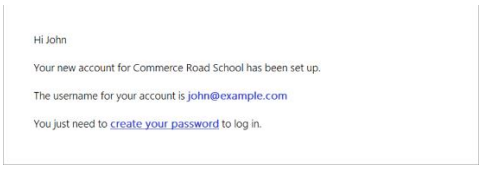
Accessing the parents' evening online booking page

In order to access the Parents Evening Booking system, you will need to create an account.

You will receive an email from school asking you to set a password for your account. The username for your account will be the email address registered with school for parent communication.


Hi John

Your new account for Commerce Road School has been set up.

The username for your account is john@example.com

You just need to create your password to log in.

When the Parents Evening Booking System is ready to go live, you will receive an invitation email with a link to the Booking Page (or go to: **www.onslow.surey.sch.uk/parentportal/parents-evening**)

When prompted, enter your **Email Address** (the one registered with the school) and **Password**:
Select **Login**.
(If you have not yet set your password, select **Forgot your password** to request a password reset email.)

Booking Appointments

Follow these steps to book an appointment:

1. Select the child you want to book an appointment for in the top right-hand corner of the screen (select the circle containing their initials).
2. Select the day for the appointment (if the event is across multiple days).
3. Select a time slot for each teacher you want to book with, then **Reserve**. Your selection will show in green with the word **RESERVED**. The slot will only be reserved for 10 minutes.
4. Select **Save** to confirm the reservation by selecting **Save** in the bottom right corner:

