



## Step 1: Login

A confirmation of your appointments will be sent to the email address you provide.

Welcome to the Internet money personal banking booking system. Your personal data can be retrieved via the Internet on the email confirmation - please ensure your email address is correct.

**Your Details**

|                   |                      |                |
|-------------------|----------------------|----------------|
| <b>Title</b>      | <b>First Name</b>    | <b>Surname</b> |
| Mrs ▾             | Rachael              | Abbot          |
| <b>Email</b>      | <b>Confirm Email</b> |                |
| rabbot4@gmail.com | rabbot4@gmail.com    |                |

**Student's Details**

|                   |                |                      |
|-------------------|----------------|----------------------|
| <b>First Name</b> | <b>Surname</b> | <b>Date Of Birth</b> |
| Ben               | Abbot          | 20 • July • 2000 ▾   |

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

## September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September.

Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

**Monday, 13th September**

In-person & video call

[Open for bookings](#)

>

**Tuesday, 14th September**

In-person

[Open for bookings](#)

>

[I'm unable to attend](#)

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

### Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**  
Automatically book the best possible times based on your availability

☐ **Manual**  
Choose the time you would like to see each teacher

[Next](#)

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

**Choose Teachers**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

**Choose earliest and latest times**



Your availability: 14:00 - 17:00

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

### Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

|                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | Mr J Brown    |
| BENCO                               |               |
| <input checked="" type="checkbox"/> | Mrs A Wheeler |
| Class 11A                           |               |

[Continue to Book Appointments](#)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.

01:20
Practice Center for Your Applications, Interview & Admission

## Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

| Teacher       | Student | Subject     | Room |
|---------------|---------|-------------|------|
| Mr J Sinclair | Ben     | English     | E6   |
| Mrs D Mumford | Ben     | Mathematics | M2   |
| Dr R Monamara | Andrew  | French      | L4   |

Accept Appointments

Cancel Appointments

|       | Mr J Brown<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|---------------------------------|------------------------------------------|----------------------------------------|
| 16:30 |                                 |                                          |                                        |
| 16:40 |                                 |                                          |                                        |
| 16:50 |                                 |                                          |                                        |
| 17:00 |                                 |                                          |                                        |

### Step 7: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

September Parents Evening

2 appointments from 16:15 to 16:45

Print

Amend Bookings

Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

|       | Teacher         | Student     | Subject             |
|-------|-----------------|-------------|---------------------|
| 16:15 | Mr Mark Lubbock | Jason Aaron | English             |
| 16:30 | Miss Bina Patel | Jason Aaron | Religious Education |

✓

September Parents Evening

2 appointments from 16:00 to 16:45

Monday, 13th September

Video call

✓

September Parents Evening

2 appointments from 15:00 to 15:45

Monday, 13th September

In-person

### Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.