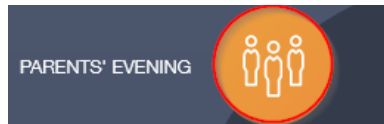


Booking Parents Evening Appointments.

1. Log-in to Edulink via a browser or the Edulink App.

2. From the menu, choose Parents' Evening Option

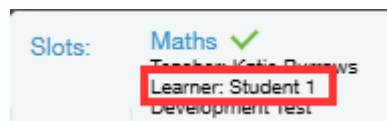


3. Then Choose the Parent's Evening from the list available.

4. You will see a grid enabling you to book appointments with your child's teachers.

Slots:	Religious Education Teacher: A Blacker Learner: Bethany Dexter	Physical Ed Teacher: J Young Learner: Bethany Dexter	Citizenship Teacher: C Hughes Learner: Bethany Dexter	English Teacher: M Lubbock Learner: Bethany Dexter	Mathematics Teacher: C Jones Learner: Bethany Dexter
16/06/2021					
16:00					
16:05					
16:10					
16:15					
16:20					

5. If you have more than one child in the year group to book appointments, their name will appear below the teacher's name.



6. Click on an appointment time, a pop-up will appear where you will be able to add a comment if there is something specific you wish to discuss.

7. Click Book to confirm the appointment.



8. The grid will now populate with your appointments, unavailable slots will be greyed-out.

Slots:	Religious Education Teacher: A Blacker Learner: Bethany Dexter	Physical Ed Teacher: J Young Learner: Bethany Dexter	Citizenship Teacher: C Hughes Learner: Bethany Dexter	English ✓ Teacher: M Lubbock Learner: Bethany Dexter	Mathematics Teacher: C Jones Learner: Bethany Dexter
16/06/2021					
16:00	×	×	×		×
16:05	×	×	×	BOOKED	×
16:10	×	×	×		×
16:15					
16:20					

9. To change an appointment, simply click on the appointment and in the pop-up choose Unbook, then choose a new slot to book.

10. When bookings have been completed, parents can choose to print their appointments summary or have it emailed.