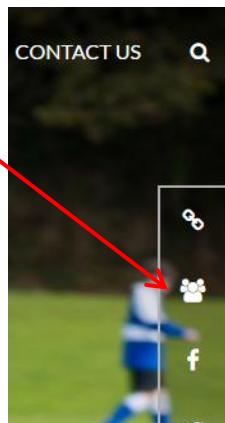


# Logging into the Parents' Evening System

1. To open the Parents' Evening System please use this address:

<https://callingtoncommunitycollege.parentseveningsystem.co.uk/>

A direct link to the system is also available on the homepage of Callington Community College website ([www.callingtoncc.net](http://www.callingtoncc.net)) at the top right hand side, as shown below. Click on this button to access the Parents' Evening System log in screen.



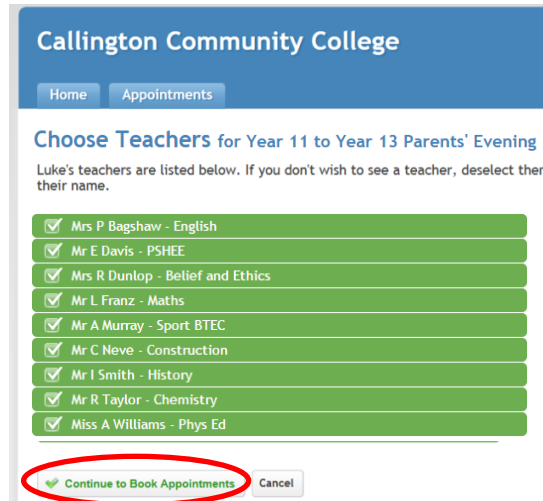
2. The screen below is displayed. Enter your details followed by your child's details and click on the login & continue button.

A screenshot of the 'Parents' Evening System' login form. The form is titled 'Callington Community College Parents' Evening System'. It includes a welcome message and two sections: 'Your Details' and 'Child's Details'. The 'Your Details' section has fields for Title, First Name, Surname, Email Address, and Confirm Email Address. The 'Child's Details' section has fields for First Name, Surname, and DoB (dd/mm/yyyy). At the bottom of the form, there is a green 'Login & Continue' button, which is circled in red. There are also links for 'Administrator Login' and 'Teacher Login'.

3. Once logged in, the current Parents' Evening will be displayed. Click on the 'Continue' tick.

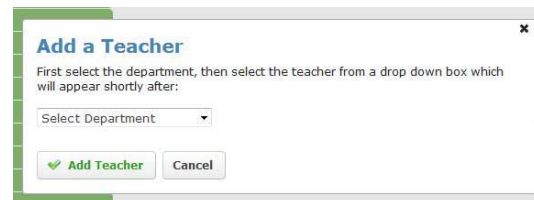
A screenshot of the Parents' Evening System dashboard. The page is titled 'Callington Community College' and has a navigation bar with 'Home' and 'Appointments' tabs. Below the navigation bar, there is a 'Welcome' message and a section for 'Year 11 to Year 13 Parents' Evening'. This section includes a small icon of two people, a title, a description, and the date and time '13/10/2016 16:00 - 19:00'. To the right of this section, there is a green checkmark icon and the word 'Continue', which is circled in red.

- The next screen lists your child's current teachers. [You can deselect any teachers you do not wish to see by un-ticking the boxes next to their name].

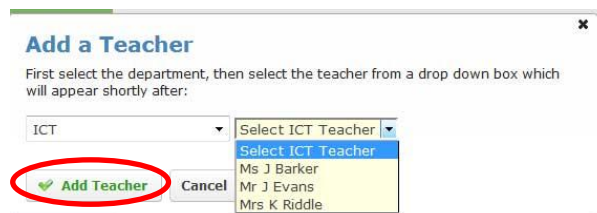


Click 'Continue to Book Appointments' to take you to the Appointments page.

You will also see an option to add an additional teacher who may not currently teach your child. To use this function, click on 'Add a new teacher' and then select the teacher's department.



Select the teacher and click the 'Add Teacher' button



Additional bookings can then be made with this teacher.

- Using the columns for each teacher and the rows for times, book a time for your meeting.  
NOTE: Green areas are free slots.

Home Appointments

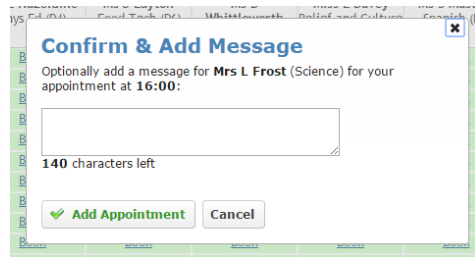
### Make Appointments

Year 11 to Year 13 Parents' Evening (13/10/2016)

**Finished Adding Appointments?**  
You can book 9 more appointments. If you're finished, please [click here](#) to save your appointments and return to the main page.

	Mr I Smith History (E17)	Mr C Neve Construction (CHiL)	Mrs P Bagshaw English (E1)	Miss A Williams Phys Ed (E3)	Mr A Murray Sport BTEC (E2)
16:00					
16:05					
16:10		Book	Book	Book	Book
16:15		Book	Book	Book	Book
16:20		Book	Book	Book	Book
16:25		Book	Book	Book	Book
16:30		Book	Book	Book	Book
16:35		Book	Book	Book	Book
16:40		Book	Book	Book	Book
16:45		Book	Book	Book	Book
16:50		Book	Book	Book	Book

**Note: You may include an optional comment about what you wish to discuss at the Parents' Evening.**



6. When finished, click at the top of the table to save your appointments. A list of your appointments along with where they will take place will be displayed. This can be printed for your records and a copy will be also be sent to you via email. Please remember to bring a copy of your bookings with you to the Parents' Evening.

**NOTE: Logout** can be found at the top of the screen. For security please use this option rather than closing the window or tab.