

Dear Parents,

Please go to the following link: <https://bhasvic.parentseveningsystem.co.uk/> this will present you with the below screen in which you will need to enter the following:

- ☒ your title / first name / surname
- ☒ your e-mail address
- ☒ the student's first name (this must be your young person's 'official' first name, as detailed on our Parent Advantage system, rather than any 'preferred' name)
- ☒ the student's surname
- ☒ the student's date of birth

BHASVIC

Parents Evening System

Welcome to the BHASVIC parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details


Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email	Confirm Email
<input type="text"/>	<input type="text"/>

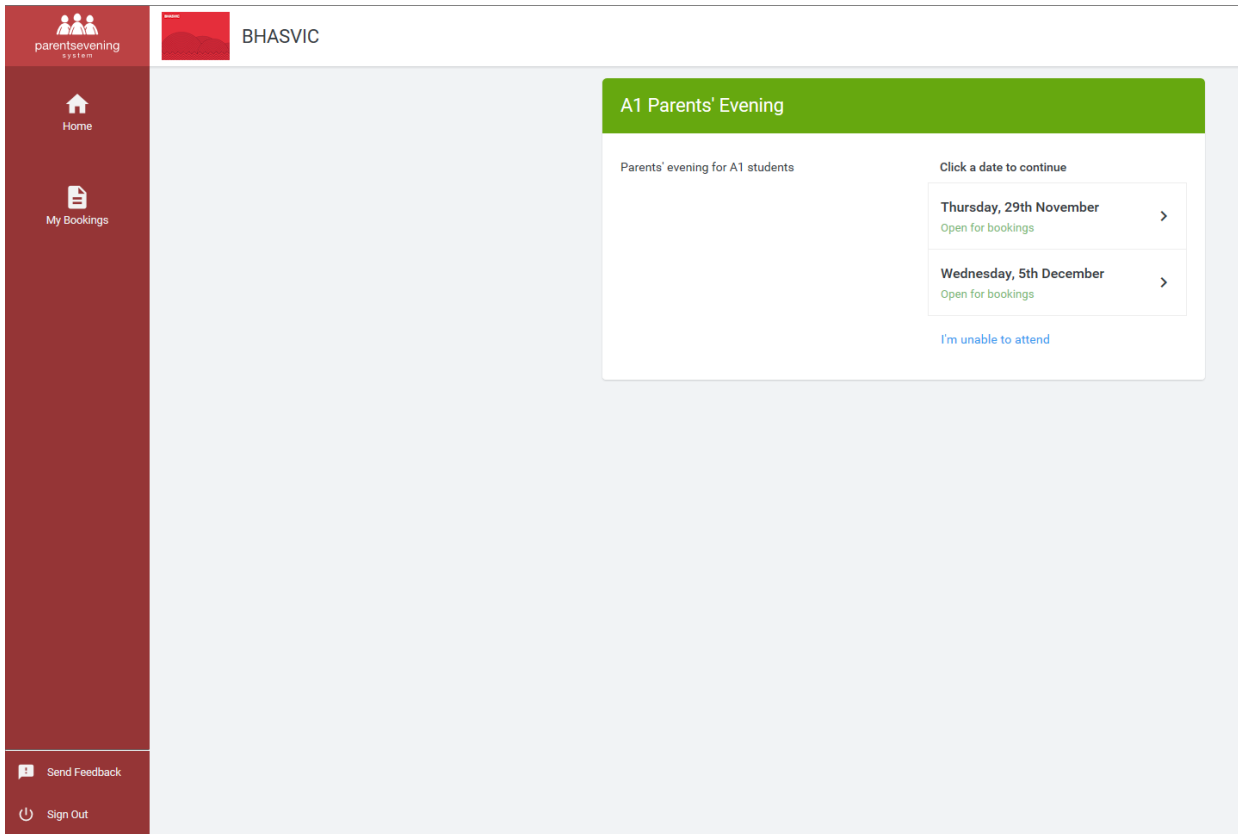
Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="January"/>	<input type="text" value="2010"/>

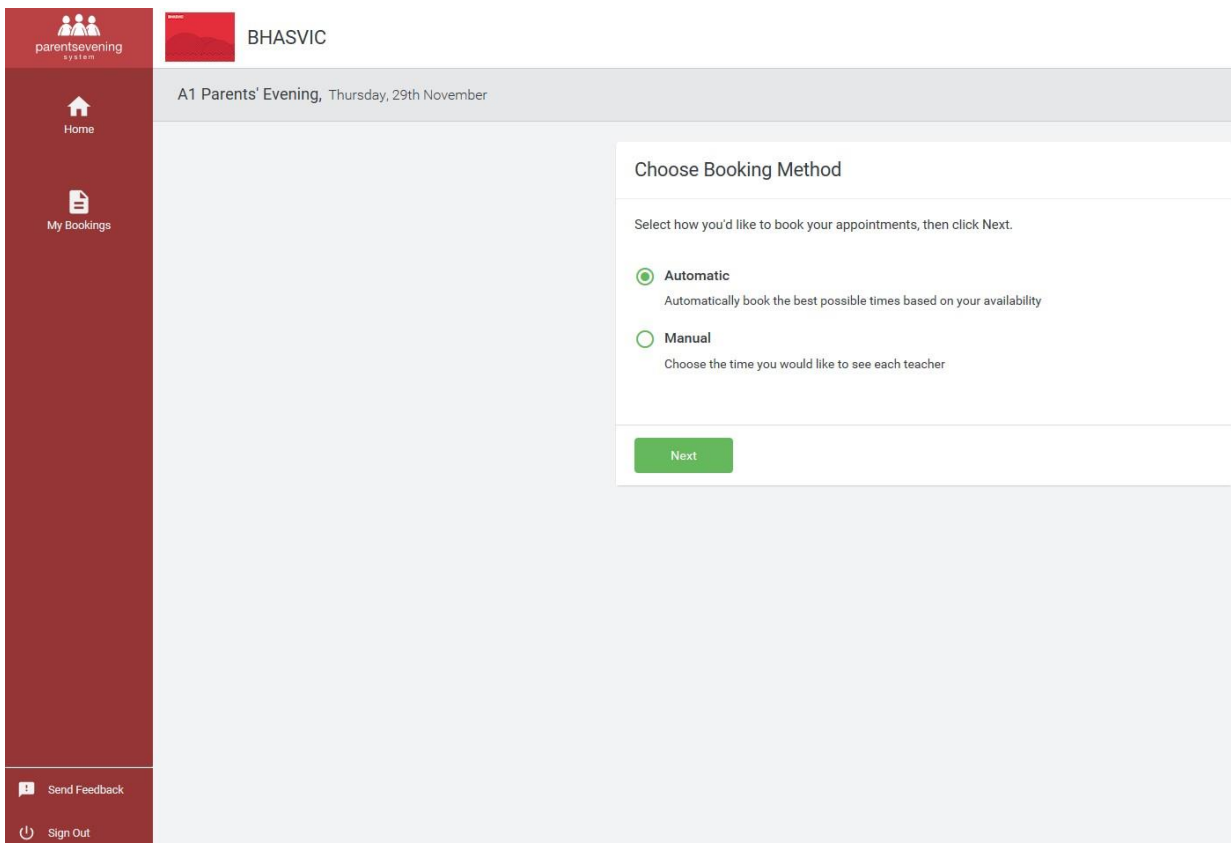
[Teacher Login](#) [Administrator Login](#)

 Parents Evening System

Once you have logged in you will get the option to select the appropriate Parents' Evening. The screenshot shows an example of what you will see.



Once you have selected the correct date you will be redirected to the page below. This gives you the option to use the wizard or to manually book your appointment(s).



If you select the **Automatic** option and press continue the system will send you to the next page. Here you will need to select the earliest and latest that you can attend the college. Then select the tutor or teachers that you wish to see by ticking the box beside the tutor's or each teacher's name. Once you have done that you can click Generate Appointments at the bottom of the page. If you are responsible for more than one first year student, there is the option to "Add Another Child" in blue.

parentsevening system

BHASVIC

A1 Parents' Evening, Thursday, 29th November

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

18:00 18:37 19:15 19:52 20:30

Your availability: 18:00 - 20:30

Sandra Clinton
Chemistry A Level

Grace Geilinger
Maths A Level (Double)
1 year

Peter Golton
Physics A Level

[Add Another Child](#)

[Generate Appointments](#)

[Send Feedback](#)

[Sign Out](#)

When you click Generate Appointments you then have TWO minutes to confirm your selections as shown below. If you are happy with what the automated process generated please click Accept Appointments. If you are not satisfied for any reason you are able to Reject the appointments and start the process again. The system automatically enters a 10 minute gap in between appointments to allow you time to get from one to the next.

parentsevening system

BHASVIC

A1 Parents' Evening, Thursday, 29th November

01:57 Please confirm your appointments within 2 minutes

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject	Room
18:00	Grace Geilinger		Maths A Level (Double) 1 year	Copper Cafe
18:15	Peter Golton		Physics A Level	Main Hall
18:30	Sandra Clinton		Chemistry A Level	Main Hall

[Accept Appointments](#) [Reject Appointments](#)

[Send Feedback](#)

[Sign Out](#)

If you wish to manually select the order in which you see the teachers please select the Manual option when you first log in.

The screenshot shows the parentsevening system interface for BHASVIC. The left sidebar contains navigation options: Home, My Bookings, Send Feedback, and Sign Out. The main content area displays the event title 'A1 Parents' Evening, Thursday, 29th November' and a 'Choose Booking Method' form. The form includes a 'Next' button and two radio button options: 'Automatic' (unselected) and 'Manual' (selected).

parentsevening system

BHASVIC

A1 Parents' Evening, Thursday, 29th November

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Send Feedback

Sign Out

On the next page you are asked to select the teachers that you wish to see. Like the automatic process it does give you the option to Add Another Child should you have more than one first year. Once you are happy please click "Continue to Book Appointments".

The screenshot shows the parentsevening system interface for BHASVIC. The left sidebar contains navigation options: Home, My Bookings, Send Feedback, and Sign Out. The main content area displays the event title 'A1 Parents' Evening, Thursday, 29th November' and a 'Choose Teachers' form. The form includes a 'Continue to Book Appointments' button and a list of three teachers with checkboxes: Sandra Clinton (Chemistry A Level), Grace Geilinger (Maths A Level (Double) 1 year), and Peter Golton (Physics A Level). There is also an 'Add Another Child' link.

parentsevening system

BHASVIC

A1 Parents' Evening, Thursday, 29th November

Choose Teachers

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

[Redacted]

<input checked="" type="checkbox"/> Sandra Clinton Chemistry A Level	<input checked="" type="checkbox"/> Grace Geilinger Maths A Level (Double) 1 year	<input checked="" type="checkbox"/> Peter Golton Physics A Level
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[Add Another Child](#)

Continue to Book Appointments

Send Feedback

Sign Out

This will then give you a grid of all the appointments that are available for all the teachers that you need to see.

The screenshot shows the 'parentsevening system' interface for BHASVIC. The page title is 'A1 Parents' Evening, Thursday, 29th November'. The left sidebar contains navigation options: Home, My Bookings, Send Feedback, and Sign Out. The main content area displays a grid of appointments for three teachers: Sandra Clinton (Chemistry A Level (Main Hall)), Grace Geillinger (Maths A Level (Double) 1 year), and Peter Golton (Physics A Level (Main Hall)). A blue bar is positioned above the grid. The grid shows appointment slots from 18:00 to 19:00. Green cells with a '+' sign indicate available appointments, while white cells indicate no appointments are available for that time slot.

	Sandra Clinton Chemistry A Level (Main Hall)	Grace Geillinger Maths A Level (Double) 1 year	Peter Golton Physics A Level (Main Hall)
18:00		+	+
18:05		+	+
18:10	+	+	+
18:15		+	+
18:20	+	+	+
18:25		+	+
18:30	+	+	+
18:35			+
18:40	+	+	+
18:45		+	+
18:50	+		+
18:55			+
19:00	+	+	+

If you click on the “+” button to reserve the appointment it gives you the option to add a message to the teacher. Please click “Save” at the bottom whether you wish to enter anything in this or not. If you click the “X” in the top right it will not save your appointment.

The 'Add Appointment' dialog box has a green header with the title 'Add Appointment' and a close button (X). The main content area contains the text 'Confirm appointment with Sandra Clinton at 18:20.' followed by 'Add a message for Sandra Clinton:'. Below this is a large white text input field. At the bottom of the dialog is a green 'Save' button.

Again, the system will force you to leave a 10 minute gap in between your appointments.

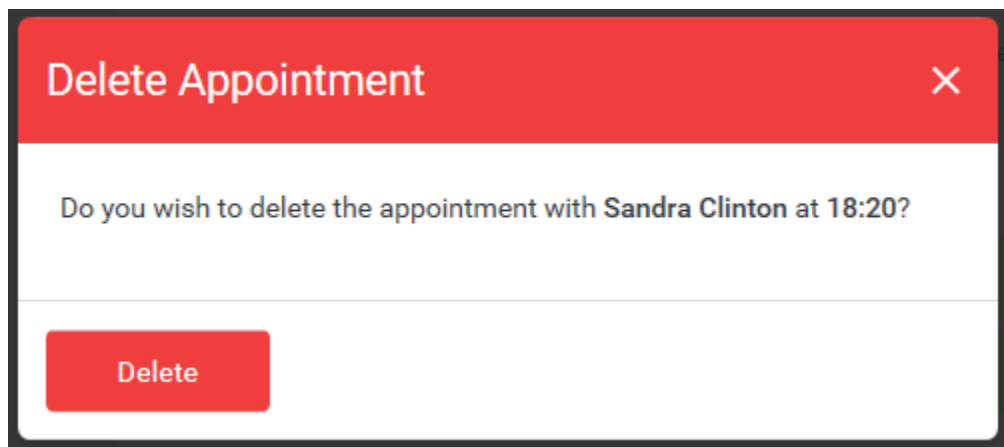
Once you have booked appointments for all the teachers the system assumes that you are done and allows you the option to view/print your appointments.

The screenshot shows the 'parents evening system' interface for BHASVIC. The page title is 'A1 Parents' Evening, Thursday, 29th November'. A green notification box at the top right states: 'Finished - Appointments Saved. Your appointments have been saved and an email will be sent confirming your appointments. Click here to view/print your appointments.' Below this is a booking grid for three teachers: Sandra Clinton (Chemistry A Level, Main Hall), Grace Geilinger (Maths A Level, Double 1 year), and Peter Golton (Physics A Level, Main Hall). The grid shows appointments for 18:20 and 18:35. A blue bar with a green checkmark is visible above the grid, indicating that all appointments have been confirmed.

If you decide that you don't want an appointment that you originally selected, you can hover over the blue tick and it will give you the option to delete the booking. This allows you to prioritise and manage bookings if you decide that you don't need to see all teachers. The system also gives you a notification at the top and gives you the option to confirm what you have.

The screenshot shows the 'parents evening system' interface for BHASVIC. The page title is 'A1 Parents' Evening, Thursday, 29th November'. A blue notification box at the top right states: 'There's 1 appointment still to book. When you've finished, to save your appointments and send an email confirmation please click here.' Below this is a booking grid for the same three teachers. The grid shows a 'Delete' button over the 18:20 slot for Sandra Clinton and '+' signs in the 18:00, 18:05, 18:35, 18:40, and 18:45 slots for Peter Golton, indicating that these appointments are still available for booking.

If you click delete through the manual process the system will check that you are happy to delete it. If you are, please click the Delete button below. Alternatively, if this was accidental, you can click the “X” in the top right and the booking will remain.



Once you have made all your bookings you will be able to see what times you have by going to the “My Bookings” tab on the right hand side. This will give you the option to Print or Amend your bookings.

	Teacher	Student	Subject	Room
18:25	Grace Gellinger		Maths A Level (Double) 1 year	Copper Cafe
			10 minute gap	
18:40	Sandra Clinton		Chemistry A Level	Main Hall
			10 minute gap	
18:55	Peter Golton		Physics A Level	Main Hall

If you experience any technical problems with setting up your account or using the online booking system, please e-mail cis@bhasvic.ac.uk. Alternatively, if you need general advice or support in arranging or altering appointments, you can phone our Student Services Helpline on 01273 552200 ext.5803