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.
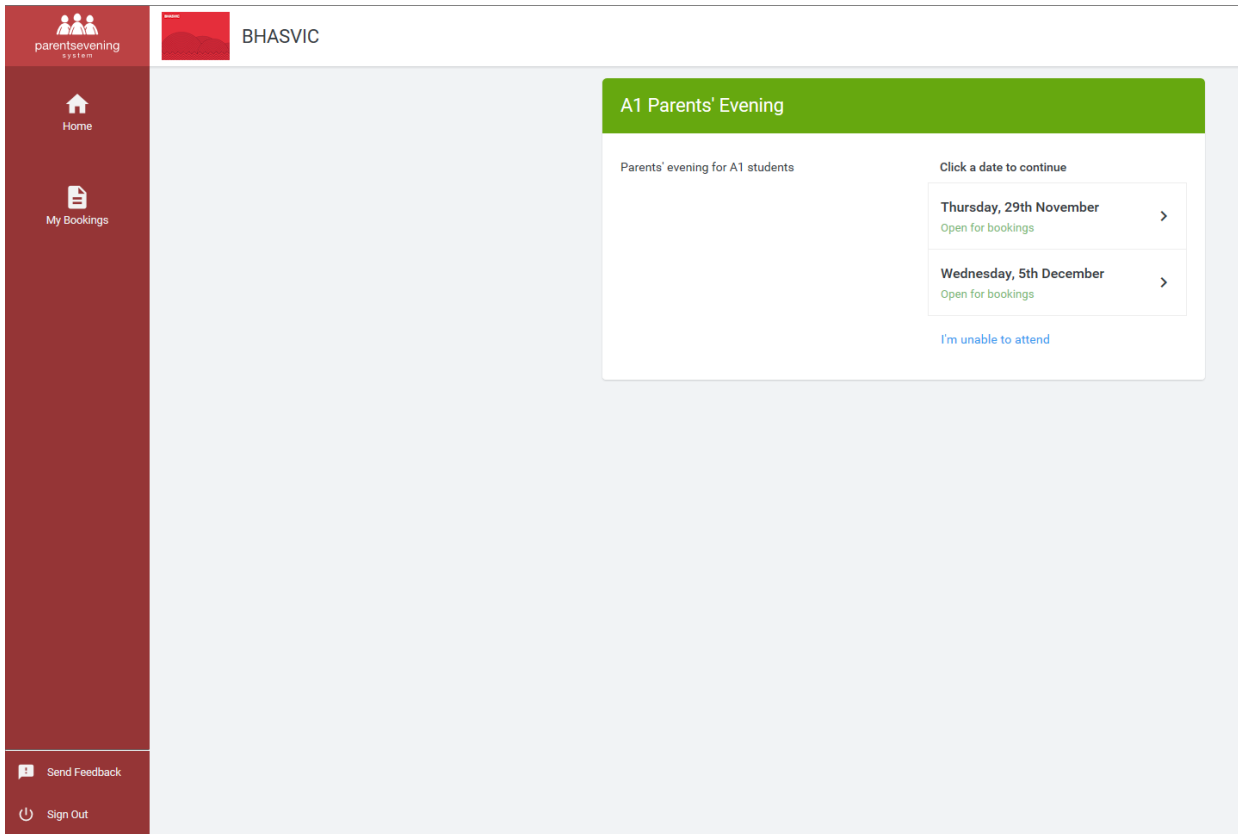
Your Details

Title	First Name	Surname
⌄		

Email	Confirm Email

Student's Details

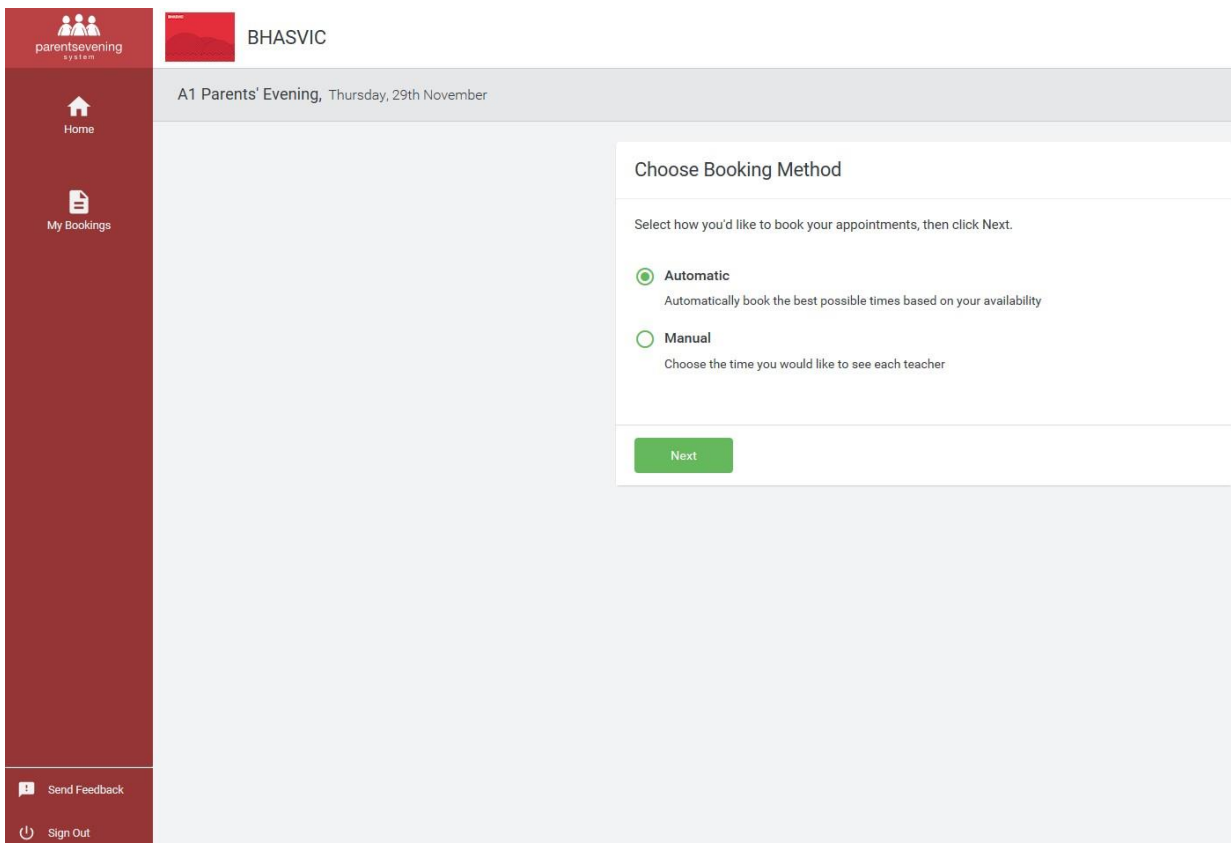| First Name	Surname	Date of Birth
		1 ⌄ January ⌄ 2010 ⌄

Log In

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.

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.

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

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".

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

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.

Again, the system will force you to leave a 10 minute gap in between your appointments.
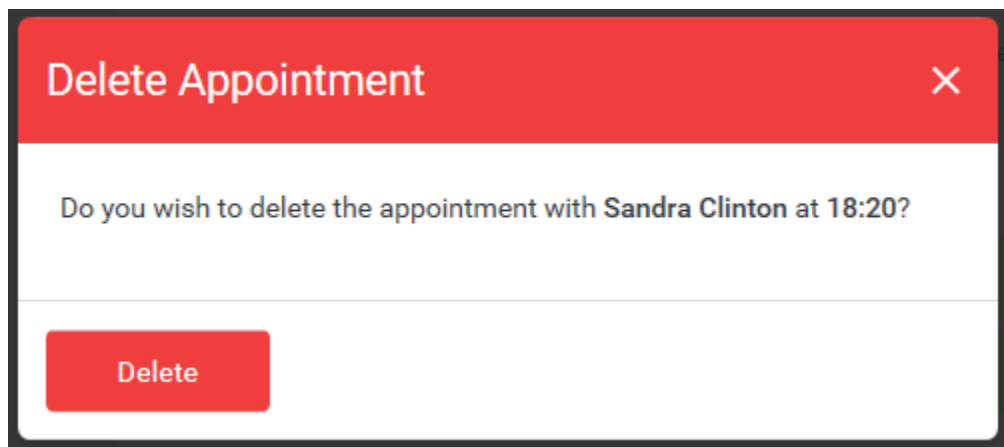
Once you have booked appointments for all the teachers the system assumes that you are done and allows you the option to view/print your appointments.

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.

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.

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