## Parents Consultations – Booking Appointments with Parentmail PMX

You should by now have verified your account details and be upgraded to the new Parentmail PMX. Below you will see an example of what you will see when you are booking your appointment time for the parent consultations that are being held on week commencing 23rd March. (Please ignore the school/childs name as this is just an example)



2. Use the drop down menu to Choose g date. Select the correct date and then click the 'View/Book Appointments'

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	Received the			
	Teachers List			
		Select a subject to view the subject ti	mes.	
	3a - Miss Erbaards			_ /
	Available			look

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3. This screen will have your child's class teachers name. Click on 'Book' to view -appointment slots



4. You will now see appointment times that are available to book. Choose a time and click on 'Book'

3a - Miss Edwards Times				
	Select a time to boo	k the subject at this time.		
13:00 Available				
13:15 Available				
13:30 Current Booking			Add Note	Cancel Booking
13:45 Available				
14:00 Available				
14:15 Available				
14:30 Available				
14:45 Available				

5. The appointment time that you have chosen will be highlighted and at this point you may add a note if there is a particular issue you wish to raise with the class teacher. Click 'Add Note'



6. Add any notes in the box and then click 'Save Notes'



7. Your appointment time is now booked.