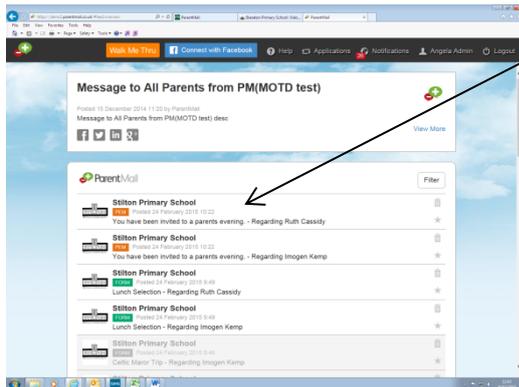
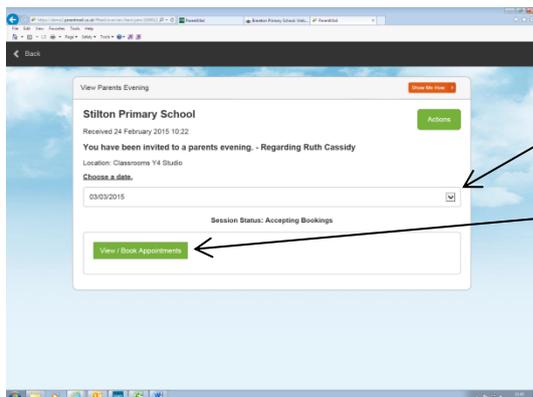


Parents Consultations - Booking Appointments with Parentmail PMX

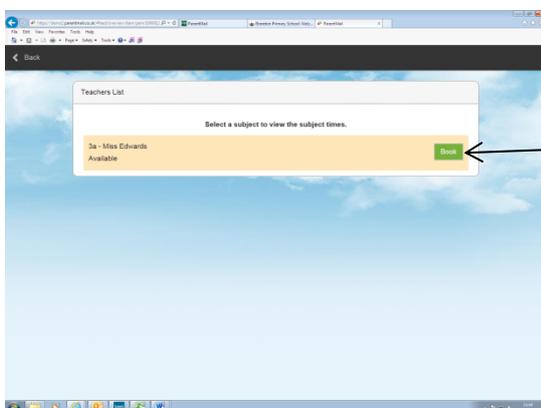
You should by now have verified your account details and be upgraded to the new Parentmail PMX. Below you will see an example of what you will see when you are booking your appointment time for the parent consultations that are being held on week commencing 23rd March. (Please ignore the school/childs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



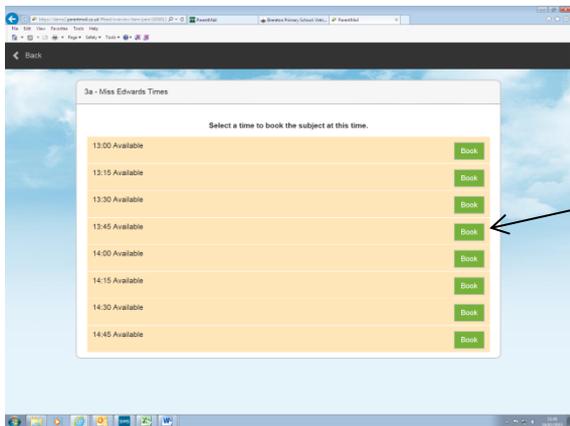
1. You will receive an invite to your child's Parent Consultation. Click on the invite message.



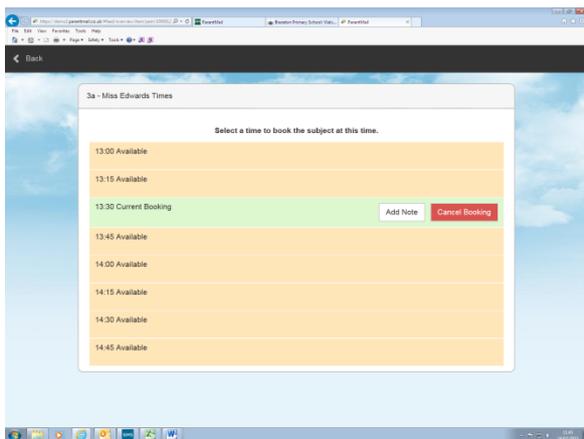
2. Use the drop down menu to 'Choose a date'. Select the correct date and then click the 'View/Book Appointments'



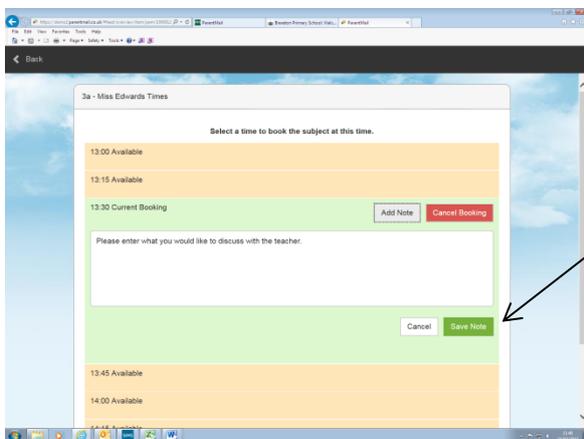
3. This screen will have your child's class teachers name. Click on 'Book' to view appointment slots



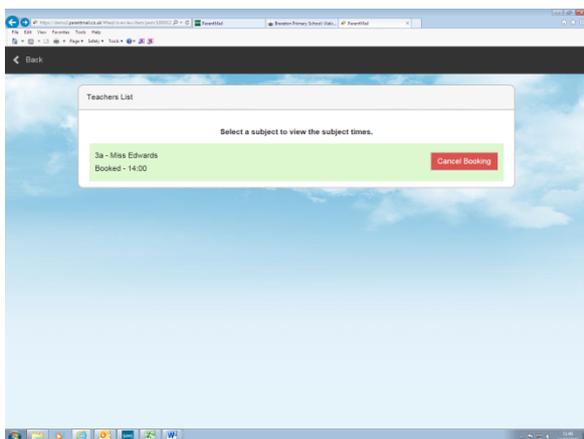
4. You will now see appointment times that are available to book. Choose a time and click on 'Book'



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.