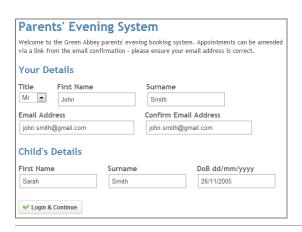
Parents' Guide for Booking Appointments

Browse to https://stmungos.parentseveningsystem.co.uk/



Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "known as" forename that matches our records (no abbreviations).

Date of birth - eg: 26/11/2002



Step 2: Select Parents' Evening

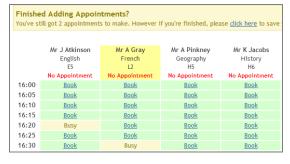
Click the green tick to select the parents' evening you want to make appointments for.



Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.



Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see. Please note that there will be a 5 minute gap between each appointment to ensure you arrive at your next appointment on time.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



Step 5: Finished

You will receive an email confirmation of your appointments. Please bring a copy of this with you to the parents' evening.



Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.