



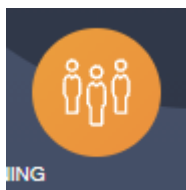
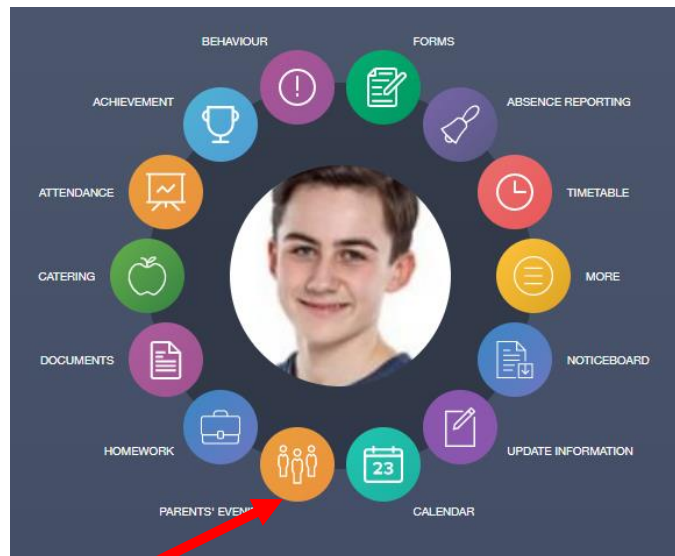
**ST MARY'S
COLLEGE**

EDULINK PARENTS EVENING SYSTEM

edulinkone

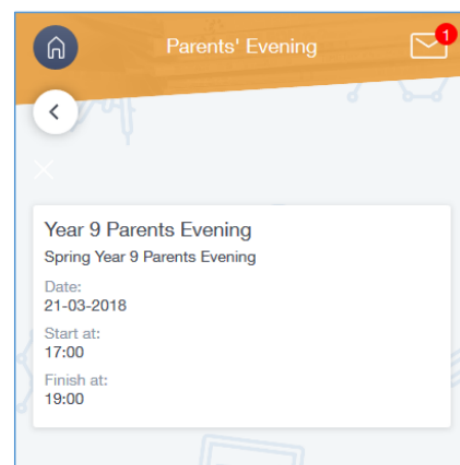
How do I make a Parent's Evening booking?

On the home screen, choose the Parent's Evening button (on this demonstration image, it is the orange button near the bottom of the screen)..



You will then be presented with a screen which look like the following (desktop version on the left and mobile version on the right).

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	21-03-2018	17:00	19:00



Select the appropriate event by clicking on it.

A grid appears showing all your child's teachers/tutor and the time slots available (on the desktop version) or an option to click **Tap to Book** in the mobile desktop version.

Slots:	French Teacher: Roger Mcnamara Learner:	PSE, Form Tutor Teacher: Delia Mumford Learner:	Mathematics Teacher: Ruth Hatchett Learner:	German Teacher: Brian Kinross Learner:	Physical Ed Teacher: Richard Davidson Learner:	Geography, History Teacher: Helen Green Learner:
21-03-2018						
17:00	BOOKED	X	X	X	X	X
17:10						
17:20	X	X	BOOKED	X	X	X
17:30						
17:40						
17:50						
18:00						

21-03-2018	
Roger Mcnamara - French	17:00
Ruth Hatchett - Mathematics	17:20
Delia Mumford - PSE, Form Tutor	Tap to book
Brian Kinross - German	Tap to book
Richard Davidson - Physical Ed	Tap to book
Helen Green - Geography, History	Tap to book

Any slots that are unavailable to you will already be blocked out.

When you choose meeting slot to book, click on it and you will be presented with a box as follows:

BOOK SLOT ✕

Date: 2020-11-25 12:40:00

Subjects: Biology

Learner: [REDACTED]

Comment:

Test

CANCEL
BOOK

If there are any comments that you would like to make on the booking then please do so in this box before confirming the booking. For events being held remotely through Teams, please confirm your email address and telephone number in this box.