

## How to book your Parents Evening appointment.

- Log in to your Magicbooking account. *If you have not signed up please go to the Magicbooking section of the school website, where you will find step-by-step instructions. Or ask in the school office.*
- Press the 'BOOK' tab on your account.

The image shows three separate booking cards for different school activities. Each card includes the activity name, school name, availability dates, pricing, and a 'Book Now' button. The first card is for 'Choir Club' on Wednesdays. The second is for 'RCT Tuesday Parents Evening' on Tuesdays. The third is for 'RCT Wednesday Parents Evening' on Wednesdays. Each card also has a 'Read More' link.

- Choose the day you would like to book (Tuesday 15<sup>th</sup> October or Wednesday 16<sup>th</sup> October)

The screenshot shows a booking form for 'RCT Tuesday Parents Evening'. It includes a close button (X) in the top right corner. Under 'I want to book', there are two checkboxes: 'Child 1 (Not Eligible) Details' (unchecked) and 'Child 2' (checked). Below this is a 'For' dropdown menu showing 'Parents Evening'. There are two date selection boxes: 'Start Date' (Tuesday, 1 Oct 2019) and 'Set Finish Date' (Tuesday, 15 Oct 2019). At the bottom, there are five day selection buttons: 'Monday', 'Tuesday' (checked), 'Wednesday', 'Thursday', and 'Friday'. Below the day buttons are two buttons: 'Add more dates' and 'Check availability', separated by an 'OR' label.

- Press 'Book Now'
- Tick the child you are booking for (only children in the class should be available. If you have other children you will need to book for them too, by selecting their class. Please see further instructions below.

- Underneath the children’s names click the parents evening box. This will bring up a list of timeslots. Tick a timeslot.

15:45 - 15:55 - £0.00  
 15:55 - 16:05 - £0.00  
 16:05 - 16:15 - £0.00  
 16:15 - 16:25 - £0.00  
 16:25 - 16:35 - £0.00  
 16:35 - 16:45 - £0.00  
 16:45 - 16:55 - £0.00  
 16:55 - 17:05 - £0.00  
 17:05 - 17:15 - £0.00  
 17:45 - 17:55 - £0.00  
 17:55 - 18:05 - £0.00  
 18:05 - 18:15 - £0.00  
 18:15 - 18:25 - £0.00  
 18:25 - 18:35 - £0.00  
 18:35 - 18:45 - £0.00  
 18:45 - 18:55 - £0.00  
 18:55 - 19:05 - £0.00  
 19:05 - 19:15 - £0.00  
 19:15 - 19:25 - £0.00  
 No thanks

- Tick the day the parents evening is held at the bottom.

*If you have more than one child you can then select ‘Add more dates’. This will take you back to the booking page where you can choose your other children’s classes and repeat the process.*

- Click ‘check availability’.
- This will take you to a confirmation page. If the booking is in green as below the time you selected is available and you can continue to check out.

KPs  
 Keyworth Primary School

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Help | | Available credit £0.00

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**Your basket**

Activity	Cost
<b>RCT Tuesday Parents Evening</b> Selected Period From: 15/10/2019 To 15/10/2019 1 date selected <a href="#">View all dates</a>	Free Booking

**Total incl. any discounts £0.00**

RCT Tuesday Parents Evening >

Recurring Booking (Contract) Tuesday Parents Evening >

[Book another activity](#) [Check out](#)

- If the booking is red it means the timeslot you chose is not available, usually as it has already been booked by another parent.
- If this happens please go back in your browser and choose another timeslot.
- Once all your bookings are green, click 'checkout'.
- You can then review your booking, accept the terms and conditions and click 'submit booking'

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Admin Kelse Help | | Available credit £0.00

Prada Sarria Id = 360639

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Booking Summary

Activity	Gross
RCT Tuesday Parents Evening (15/10/2019 To 15/10/2019) <a href="#">Show Details</a>	£0.00

Cost Summary

Total Booking	£0.00
Sub-Total	£0.00
Total To Pay	£0.00

[Click here to accept Keyworth Primary School Terms & Conditions](#)

[Submit Booking](#)

- You will receive a confirmation email and will also be able to check your times in 'My Bookings' and 'Booking Details'.

If you have any further questions please do not hesitate to contact Kelsey in the school office.