

Dear Parents,

Please find below a user guide on how to make bookings for parents evening.

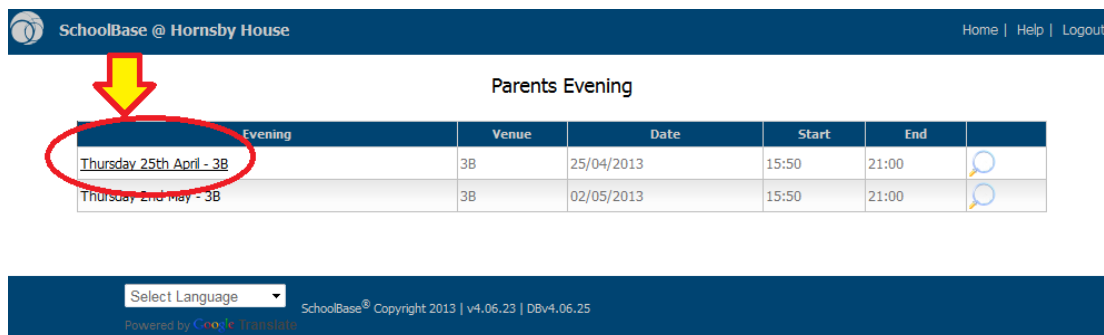
To access the Parents' Portal (SchoolBase Online) you should click on the following link. This can also be found on our website at the bottom left of all pages. It is called *SchoolBase*:

<https://parents.schoolbaseonline.biz?dname=HornsbyHouse>

Once you have accessed the SchoolBase Online please click on Parents Evening Icon (see below)



Then you will need to select a day (see below)



Click – Appt Req'd and then select a time (see below)



If you have more than one child in the school you will need to book each child separately by clicking on the dropdown arrow next to the first child's name (ordered alphabetically by christian name)

Live SchoolBase @ Hornsby House Home | Help | Logout

**Parents Evening**

View entries for which child? Slot, Annie

Evening	Venue	Date	Start	End	
2P - Monday - 17th Nov 2014	2P	17/11/2014	16:50	20:50	
2P - Tuesday - 11th Nov 2014	2P	11/11/2014	16:50	20:50	

**Please note that this system DOES NOT give a 'Confirmation' screen.** The system will briefly show a green 'Appointment Booked' at the top of the page.

SchoolBase @ Hornsby House Home | Help | Logout

✔ Appointment Booked!

Evening	Venue	Date	Start	End	
1W - Tuesday 19th November	1W	19/11/2013	17:00	20:50	
1W - Tuesday 12th November	1W	12/11/2013	17:00	20:50	

### To check the time of your booking.

Simply repeat the process and when you click on the date you have booked, the time you requested will be shown on the right (see below).

**Parents Evening**

Evening	Venue	Date	Start	End	
1W - Tuesday 19th November	1W	19/11/2013	17:00	20:50	
1W - Tuesday 12th November	1W	12/11/2013	17:00	20:50	

Teacher	Subject	Appt Req'd	Appt Time
Miss K Waymouth	Form Period	<input checked="" type="checkbox"/>	18:00

To change an appointment time simply untick the 'Appt Req'd' box. This will cancel the appointment and you can then choose another available time.

If you have any questions please do not hesitate to contact the IT department on ([ITSupport@hornsbyhouse.org.uk](mailto:ITSupport@hornsbyhouse.org.uk)) who will be more than happy to help you.