

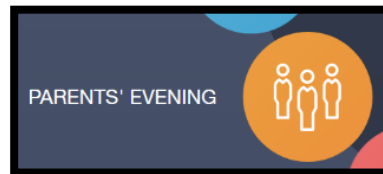


## Parents' Evening Booking Guide

**Step 1.** Log in to Edulink, either via the app or online. Please refer to the user guide below for instructions on how to log in.



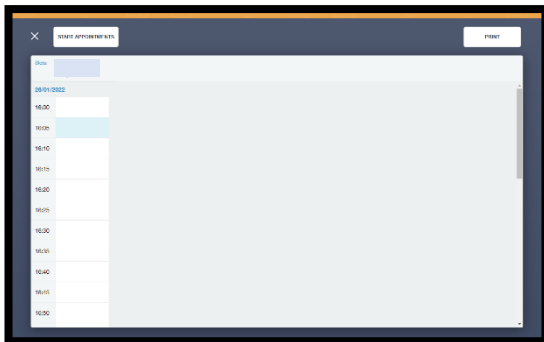
**Step 2.** Select the relevant child.  
Click on the Parents' Evening button.



**Step 3.** Select the date of the Parents' Evening.

Name	Information	Date	Start time	End time
Year 7 and 8 Settling In Evening - Wednesday, 23 January	Year 7 and 8 Settling In Evening is taking place on Wednesday, 26 January from 4pm until 6.30pm. Please book an appointment with your child's form tutor.	26/01/2022	16:00	18:30
Year 7 and 8 Settling In Evening - Tuesday, 18 January	Year 7 and 8 Settling In Evening is taking place on Tuesday, 18 January from 3.40pm until 4.45pm. Please book an appointment with your child's form tutor. If there are no appointments available during this evening, you can book an appointment on our follow up evening taking place on Wednesday, 26 January.	18/01/2022	15:40	16:45

**Step 4.** Select the timeslot by clicking on it. Select 'Book'.



**BOOK SLOT**

Date: 2022-01-26 16:10:00

Subjects: Registration

Learner:

Comment: