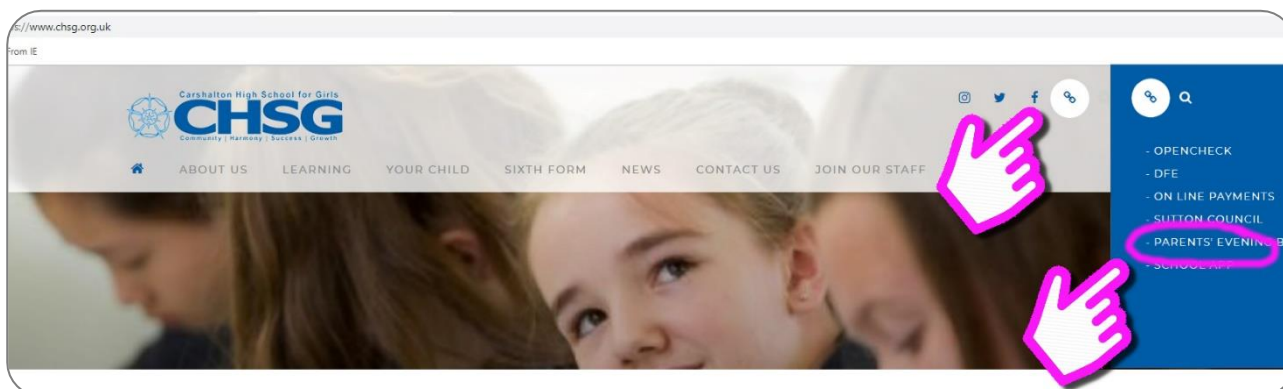



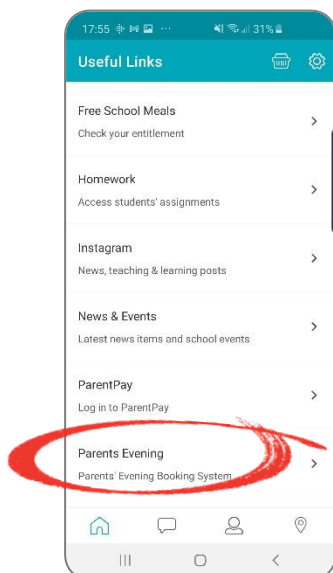


# Booking Appointments

## Accessing the booking system via the [Carshalton High School for Girls' web page](http://www.chsg.org.uk)



On the school's web page click on the links icon  and then select **PARENTS' EVENING BOOKINGS**



## Using the School Gateway App

<https://www.chsg.org.uk/news/?pid=466&nid=2&storyid=967>

In the useful links section of the school gateway app there is a link to the Booking System.

Carshalton High School for Girls

Parents' Evening System

Welcome to the Carshalton High School for Girls parents' evening booking system.  
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text" value="Mr"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email		Confirm Email
<input type="text" value="jsmith@here.com"/>		<input type="text" value="jsmith@here.com"/>

Student's Details

First Name	Surname	Date of Birth
<input type="text" value="Jane"/>	<input type="text" value="Smith"/>	<input type="text" value="20"/> <input type="text" value="January"/> <input type="text" value="2010"/>

## Logging on to the Parents Evening Booking System

<https://chsg.parentseveningsystem.co.uk>

At the log in page you need to enter your details and your child's name and date of birth.

Once past this screen you are presented with a welcome screen with the details of the evening. Click on the **green Open for bookings** link to continue. Select whether you want to book either automatically or manual, manual is recommended and click next.

The instructions on the screen will guide you through how to make appointments.



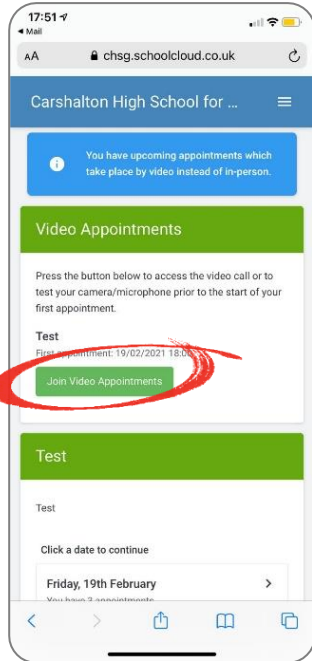
# Online Parent Teacher Consultation Appointments

On the day of the consultation log onto the booking system as you did when you made the bookings. This document uses the screens from a mobile phone but the laptop/PC screens are very similar and present the same options. The consultations work in the same manner as Teams or Zoom meetings.

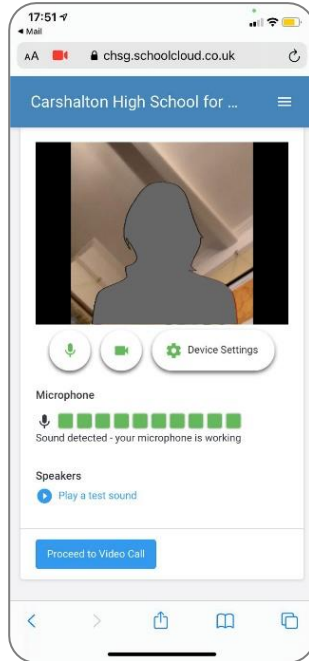
For further instructions go to the booking systems help page

[support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments](http://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments)

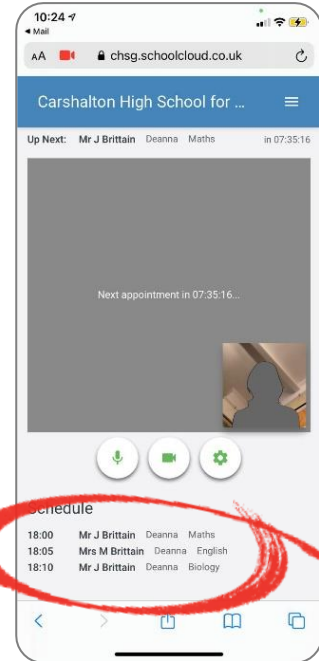
Here you can find more details **about inviting an extra person** to the appointments and it can answer other queries you might have



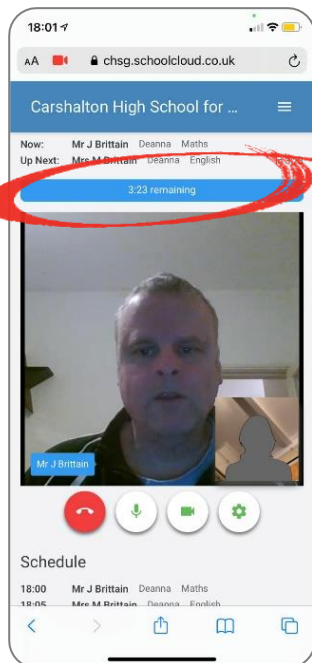
In the first screen click on **Join Video Appointments**.



Screen 2 allows you to check that your camera, microphone and speakers are working.

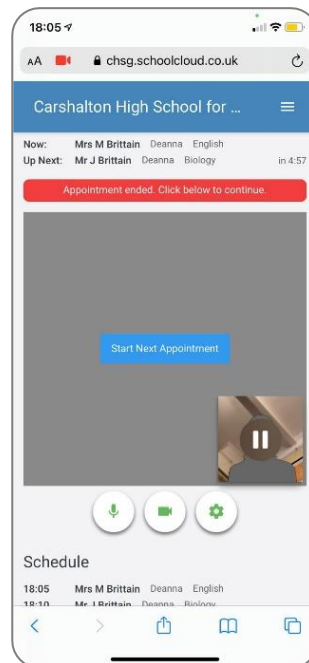


Screen 3 shows how long until your first appointment. It also has details of the times of your upcoming appointments.



At the appropriate time you can connect with the teacher for the consultation.

On this screen you can see how long is left at the top in blue. When there is only a minute left this will turn orange.



Once the consultation is over you will be presented with the chance to join your next appointment if the time is right or you will have a countdown until the next appointment.