

BOOKING FOR PARENT TEACHER INTERVIEWS

TO COMPLETE YOUR BOOKING FOR PARENT INTERVIEWS, PLEASE FOLLOW THESE STEPS:

- Log into your Parent Portal

The screenshot shows the 'Parent Portal' interface. At the top right, it says 'Logged in as: Eswee Prinsloo' and 'Last Login: 03 May 2018 17:'. The navigation bar includes 'Home', 'My Details', 'Daybook', 'Activities', 'My DMS', 'My Calendar', and 'Websites'. The 'My Calendar' section shows a calendar for '01 June 2018' with events: 'Johannesburg Festival for the Advancement of Music', '08:30 Cycle tests Grade 5 & 6 EZ, Grade 7 SOCS', and '14:00 Cross country @ St Benedict's'. The 'Pupil Details' section for 'Christiaan Eswee Prinsloo' shows 'Current Pupil', '27/06/2009', 'Grade 3', 'Grade 3R', and 'Tristram'. There are buttons for 'View Details', 'Book Parents Evening', and 'Send Notice'. The 'My Notices' section shows an 'Inbox' with a 'View All' button. A red circle highlights a notice: 'Grade 3R Parent Interview 2018' by 'Eswee Prinsloo' dated '01/06/2018 13:20'.

- You will see a reminder email regarding the fact that a booking must be made.

The screenshot shows a browser window with the 'Engage Portal - Mozilla Firefox' title. The address bar shows 'https://www.engage.pridwin.co.za/default.aspx'. The browser's address bar and search bar are visible. The 'Parent Portal' interface is visible in the background, and a modal window displays an email notification. The email header shows 'Sent On: 01/06/2018 13:20', 'Sent By: Eswee Prinsloo', and 'Sent To: You.'. The subject is 'Grade 3R Parent Interview 2018'. The body of the email reads: 'Dear Mr & Mrs Eswee Prinsloo', 'Please find the booking slots for the upcoming Parent Interviews.', and 'Kind regards'. There is a 'Send Notice' button at the bottom right of the modal window.

- Beneath your son's profile picture, you will find: **Book Parents Evening**

The screenshot shows the Engage Portal interface. On the left is a calendar for 01 June 2018 with events like 'Johannesburg Festival for the Advancement of Music'. On the right, the 'Pupil Details' section for Christiaan Eswee Prinsloo is visible. A red circle highlights the 'Book Parents Evening' button, which is pointed to by a red arrow from the text above.

- Now find the booking system for your son. Select "Book Time" for the desired slot

The screenshot shows the booking system for a 'Grade 3R Semester 1 Parent Interview 2018 (demo) (Christiaan Prinsloo)'. The title is circled in red. Below it, a table shows available time slots for Friday, 01/06/2018. The 'Book Time' button for the 16:00 slot is also circled in red.

Date	Time	Form Tutor	Action
Friday 01/06/2018	16:00	Tamara Reddy	Book Time
	16:15		Book Time
	16:30		Book Time
	16:45		Book Time

- Please ensure you have selected the correct day. Your booking will be confirmed with a colour change and a “My Booking” which confirms your booking

The screenshot shows a web browser window displaying the Engage Parent Portal. The page title is "Grade 3R Semester 1 Parent Interview 2018 (demo) (Christiaan Prinsloo)" and it indicates "Bookings Complete". The interface includes a navigation menu with options like Home, My Details, Daybook, Activities, My DMS, My Calendar, and Websites. A user profile for Tamara Reddy, Form Tutor, is visible. The main content area is a calendar grid for Friday, 01/06/2018, with time slots from 16:00 to 16:45. A booking is confirmed for the 16:30 slot, highlighted in green and labeled "My Booking". Two red circles highlight the date and time slot. Export buttons for PDF and Excel are also present.

Date	Time	Booking Status	Teacher
Friday 01/06/2018	16:00	Available	Tamara Reddy Form Tutor
	16:15	Available	
	16:30	My Booking	
	16:45	Available	

- Please note that you will need to book this for each child in the situation of more than one sibling.
- Also, if a particular time slot is greyed out, it means that this time is no longer available.
- Any additional queries please contact itsupport@pridwin.co.za