

BIS Help Guides

How to book teacher appointments for parent conferences

Learn how to use our electronic booking system for parent teacher conferences.

Written By: BIS Edtech Team

Bavarian International School e.V.

Parents' Evening System

Welcome to the Bavarian International School e.V. 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
Mr	Fake	Parent
Email Address		Phone Number
fakemail@address.com		01719203849587

Child's Details

First Name	Surname	Registration Class
Fake	Student	9A

Login & Continue

[Administrator Login](#)

[Teacher Login](#)

Powered by parentseveningsystem

INTRODUCTION

IMPORTANT

When logging in, please use the child(ren)'s details we have sent you via email.

This is especially important for children who have names with special characters, hyphens, compound names, etc.

Step 1 — Visit the booking website

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Your Details

Title: Mr. First Name: Fake Surname: Parent
Email Address: fakemail@address.com Phone Number: 01719203849587

Child's Details

First Name: Fake Surname: Student Registration Class: 9A

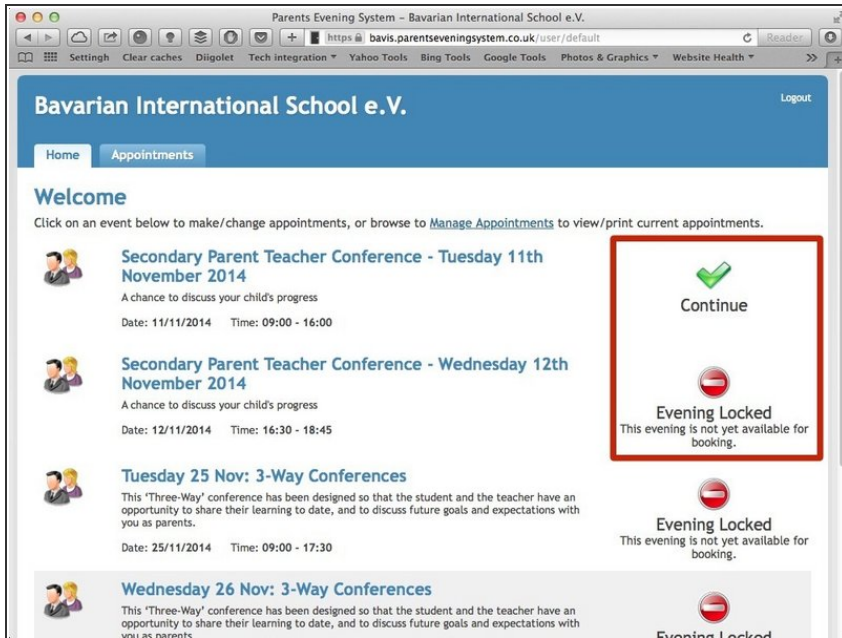
Login & Continue

Administrator Login
Teacher Login

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- Visit <https://bavis.parentseveningsystem.co.uk>
 - Type in your own details
 - Type in your child's details.
- ⚠ It is possible that the data we have on our database is slightly different to the data you may be using (e.g. special characters, compound names, hyphens, etc.). Please copy/paste the data we sent you in a recent email regarding this signup process
- Click 'Login & Continue'
- ❗ If you cannot login at this stage, please make sure you have copied/pasted the data from the email we sent you. If that doesn't work, please call school.

Step 2 — Select the parent conference date you wish to attend



- Click on the 'Continue' icon for the conference you are interested in

⚠ Conference sign ups are only open for a specific amount of time. Please check in the conference description for cut-off times.

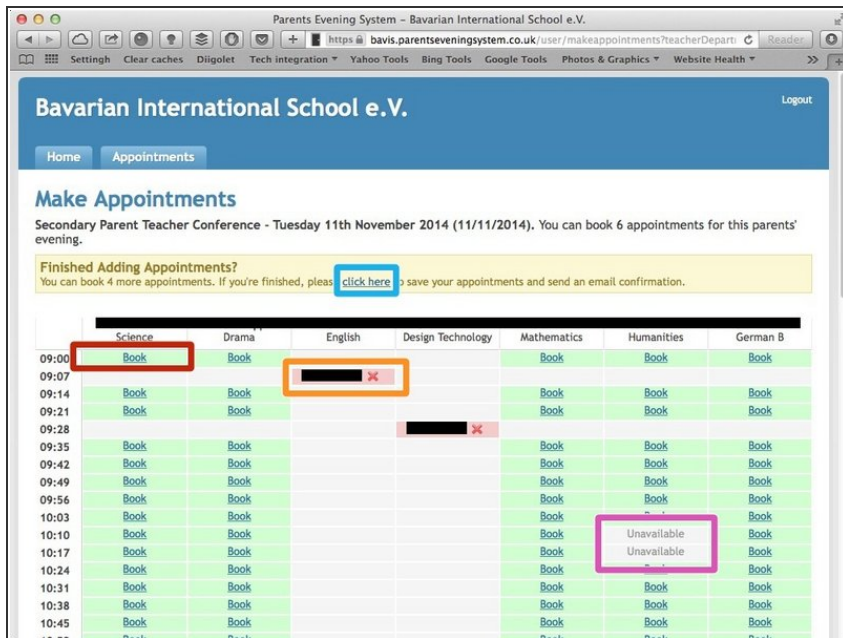
Step 3 — Select the teachers you would like to talk to

The left screenshot shows the 'Choose Teachers for Secondary Parent Teacher Conference - Tuesday 11th November 2014' page. It features a list of teachers and their subjects, with checkboxes for selection. The 'Add a new teacher' button is highlighted with a red box, and the 'Add another child' button is highlighted with a yellow box. The 'Continue to Book Appointments' button is highlighted with a green box.

The right screenshot shows the 'Add Another Child' modal form. It contains fields for 'First Name', 'Surname', and 'Registration Class'. The 'Add Child' button is highlighted with a green box.

- Click on the teachers you do not wish to talk to. Teachers you wish to see are highlighted in green
- We have made every effort to ensure the correct teacher has been pre-selected, but it may be that you need to select another teacher. Please click on 'Add a new teacher' should you need to.
- You are now able to book for more than one child at a time. Please click on 'Add another child' to do that.
- Click on 'Continue to book appointments'

Step 4 — Book appointments

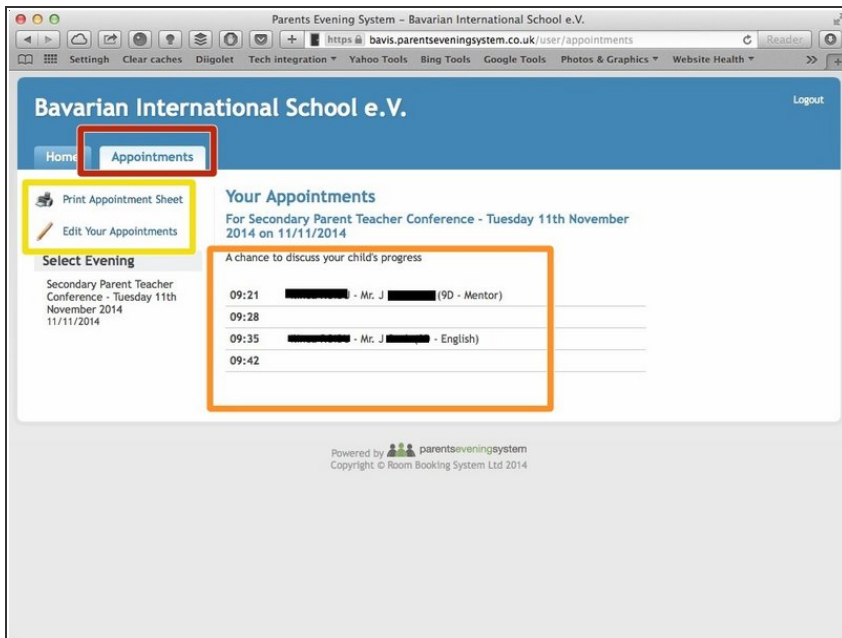


- Locate a time and teacher and click 'Book'
- When an appointment has been booked, your child's name will show up in red. You can delete an appointment if you have made a mistake

⚠ You are strongly encouraged to avoid booking 'back to back' appointments to keep the running of the event smooth.

- Unavailable slots are displayed in grey
- Click on the 'Click here' link to view and print your appointments
- ⓘ There is often a limit to the number of appointments you can make for an event.

Step 5 — Print appointments (optional)



- Click on the 'Appointments' tab
- Double check your appointments
- Print or edit your appointments
- ① An email with a list of all your appointments will also be sent to your email address.