

Enrolment Appointment Guide for Booking

Browse to <https://bilboroughcollege.parentseveningsystem.co.uk/> (or use the link on the front page of the college website)

Bookings will open on the Tuesday 11th August

<p>Your Details</p> <p>Title <input type="text" value="Mrs"/> First Name <input type="text" value="Jane"/> Surname <input type="text" value="Abbot"/></p> <p>Email <input type="text" value="jane.abbot@gmail.com"/> Confirm Email <input type="text" value="jane.abbot@gmail.com"/></p> <p>Student's Details</p> <p>First Name <input type="text" value="Ben"/> Surname <input type="text" value="Abbot"/> Registration Class <input type="text" value="BIL00012345"/></p> <p>Login</p>	<p>Step 1: Login</p> <p>Fill out the information on Your Details then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide. NOTE: The log in details are provided in your accompanying letter.</p> <p>The Registration Class is the Student ID e.g. BIL0012345 You will only need to enter the first forename and surname of the student as detailed in your letter.</p>																								
<p>Parents' Evening</p> <p>Please book a slot to complete your enrolment at the college. Click a date to continue enrolment at the college.</p> <p style="text-align: center;">Thursday 20th August Open for bookings</p> <p style="text-align: center;">Friday 21st August Open for bookings</p> <p style="text-align: center;">I'm unable to attend</p>	<p>Step 2: Select the Enrolment Day</p> <p>Click on the date you wish to book an appointment.</p> <p>Unable to make any of the dates listed – you must contact the college, either by telephone 0115 8515000 or email: admissions@bilborough.ac.uk to arrange an alternative appointment.</p>																								
<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Enroller One</th> <th>Enroller Two</th> <th>Enroller Three</th> </tr> </thead> <tbody> <tr> <td></td> <td>Ben ✓</td> <td>Ben ✓</td> <td>Ben ✓</td> </tr> <tr> <td>09:30</td> <td style="background-color: #d9ead3;">+</td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;">+</td> </tr> <tr> <td>09:45</td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #4f81bd; color: white;">✓</td> <td style="background-color: #d9ead3;"></td> </tr> <tr> <td>10:00</td> <td style="background-color: #d9ead3;">+</td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;">+</td> </tr> <tr> <td>10:15</td> <td style="background-color: #d9ead3;">+</td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;">+</td> </tr> </tbody> </table>		Enroller One	Enroller Two	Enroller Three		Ben ✓	Ben ✓	Ben ✓	09:30	+		+	09:45		✓		10:00	+		+	10:15	+		+	<p>Step 3 (Manual): Book Your Appointment</p> <p>Select the Manual option.</p> <p>Click any of the green cells to make an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate day/time.</p> <p>Once you have finished booking your appointment, at the top of the page in the alert box, press click here to finish the booking process.</p>
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	<p>Step 4: Finished</p> <p>Your booking now appears on the My Bookings page. An email confirmation has been sent and you can also print your appointment by pressing <i>Print</i>. Click <i>Subscribe to Calendar</i> to add these and any future bookings to your calendar.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>																								

If you have any questions or need help making an appointment, please email: jane.taylor@bilborough.ac.uk