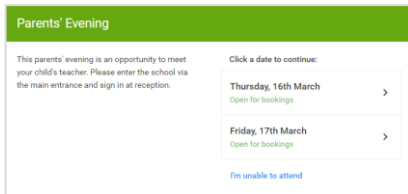


Step 1: Login

Log into your KES Parent Portal account (<https://my.kes.hants.sch.uk/login>) and navigate to the Online Parents' Evening page on the My Children section.

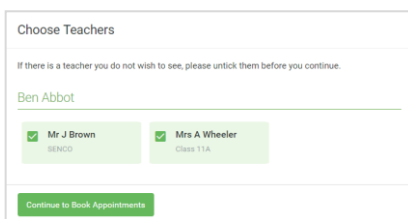
When you click on the words Online Parents' Evening it will automatically sign you into the online parents' evening booking system.



Step 2: Select Parents' Evening

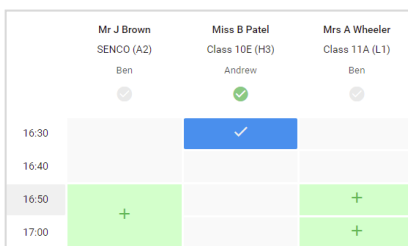
Click on the date you wish to book.

If you are unable to make either of the two dates, click *I'm unable to attend*.



Step 3: Choose Teacher

Select the teacher you would like to book an appointment with. A green tick indicates they're selected. To de-select, click on their name.



Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 5: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*.

Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.