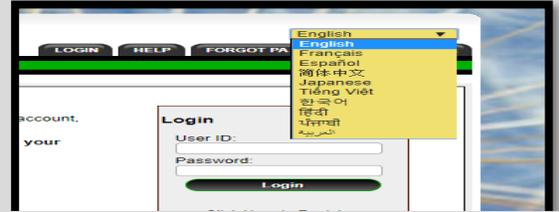




Parent Teacher Interview Online Booking Instructions

BOOK YOUR
APPOINTMENT ONLINE



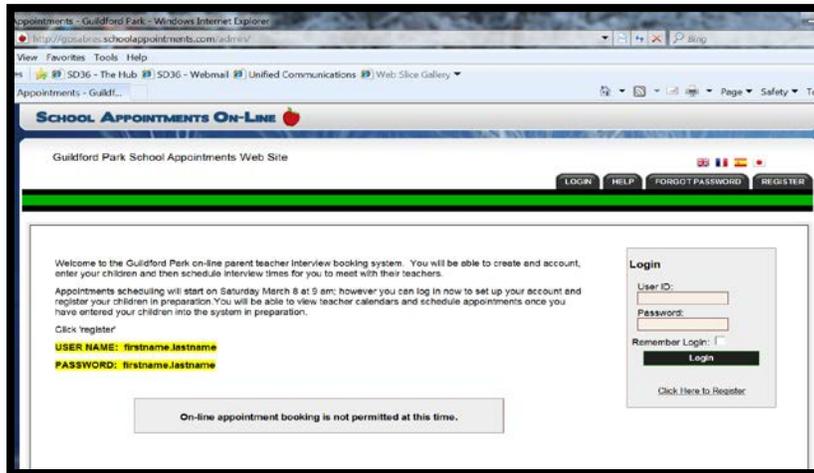
You can change the language by
Clicking the drop down menu on the top right

← STEP ONE

Go to:

<https://gpsabres.schoolappointments.com/admin/>

Log in to your previous account.
If you don't have an account already
Click "click here to register"

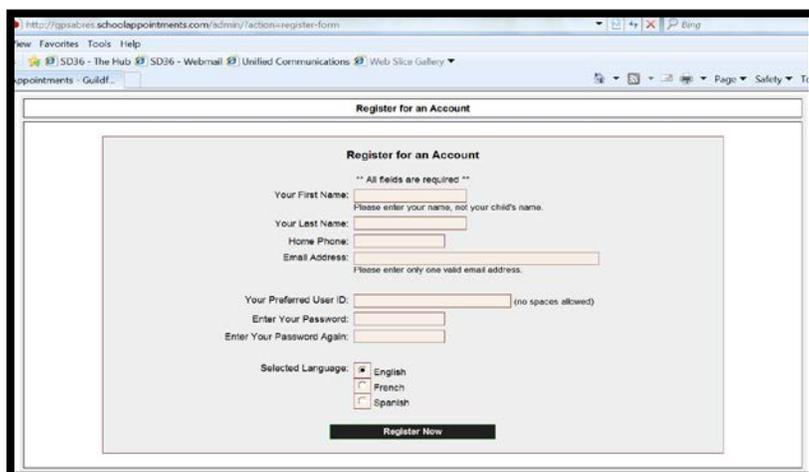


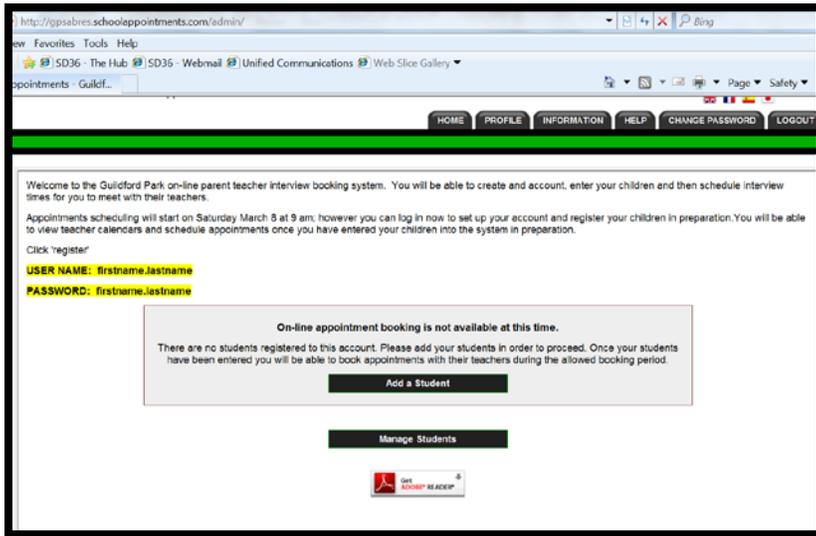
← STEP TWO

Fill out all fields to create your account

All fields must be entered

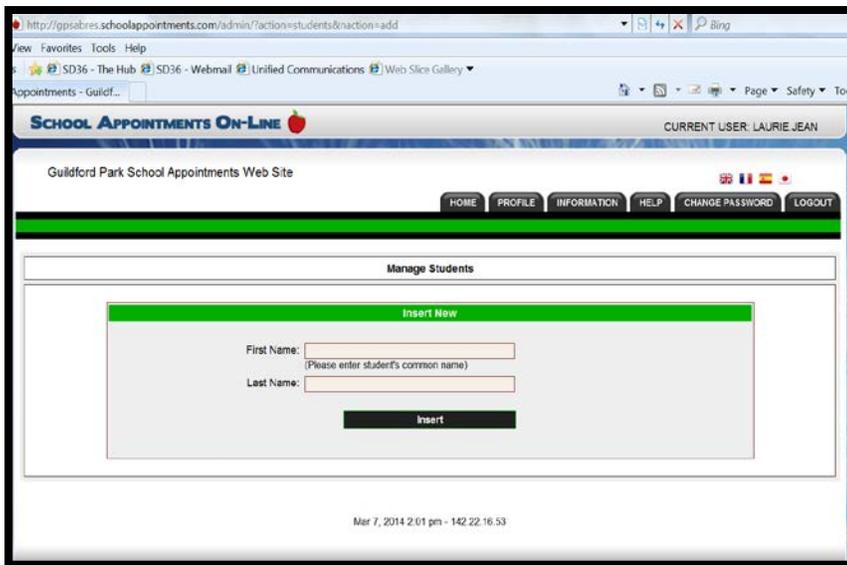
If you do not have an e-mail address, you
will have to create one.





← STEP THREE

Once you have logged in successfully, click "Add a Student"

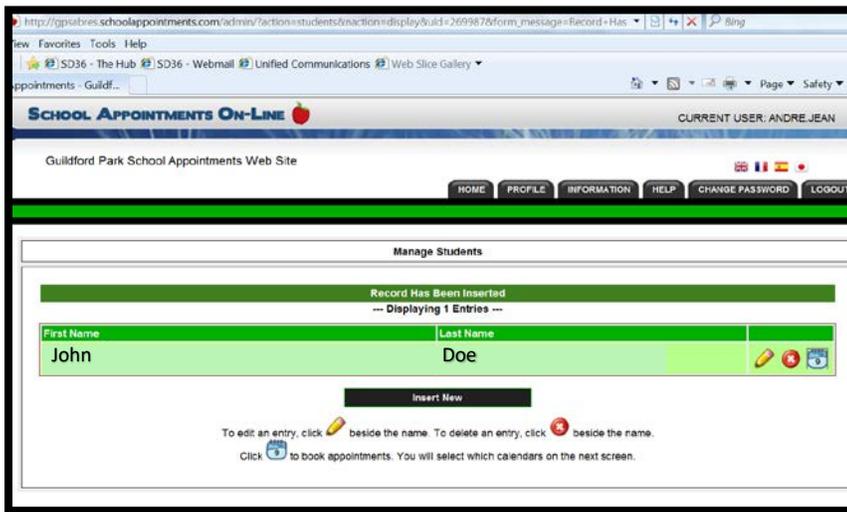


← STEP FOUR

Enter in your child's first and last name.

You can only search one student at time

Please use the students usual name if required



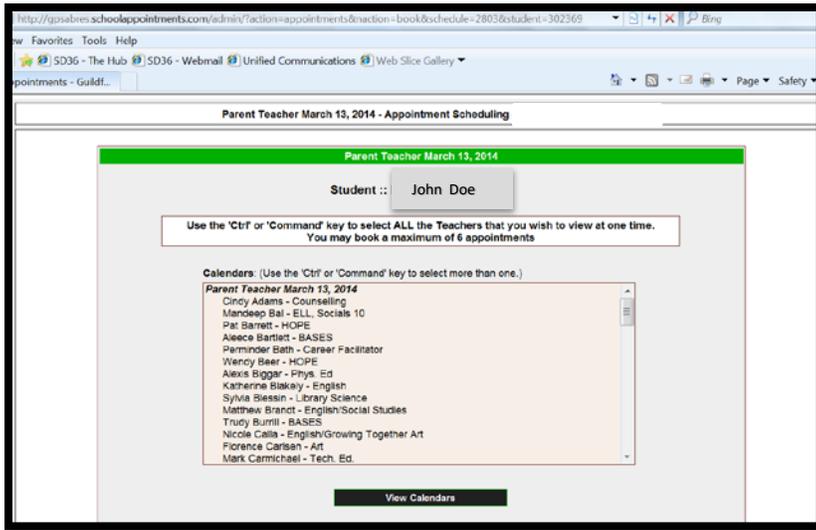
← STEP FIVE

Once you have successfully added your child's name you can either:

Click "Insert New" to add another child

OR

Click the small blue calendar icon to start booking your appointment for that child.



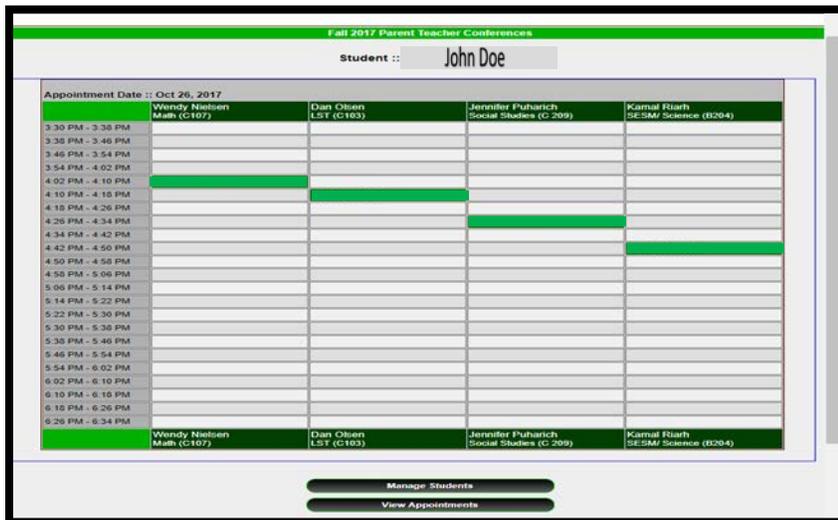
STEP SIX

A list of teachers will appear. Click the teachers names you would like to meet. To select more than one teacher at a time, hold the "Ctrl" button on your keyboard.

Once all teachers are selected, click "View Calendars" to book your appointments.

****Sections of the teacher's calendars that are black are not available for booking as the teacher has another commitment at that time.**

****Sections of the calendars that are colored burgundy are time slots that you as a parent are already booked for other appointments. You will only see burgundy**



STEP SEVEN

When you are finished you can view your appointments from the "PROFILE" tab by selecting "View Appointments".

You can also print your appointments from the view appointments screen.



If you have any questions, please contact Guildford Park Secondary at 604-588-7601. Thank you!