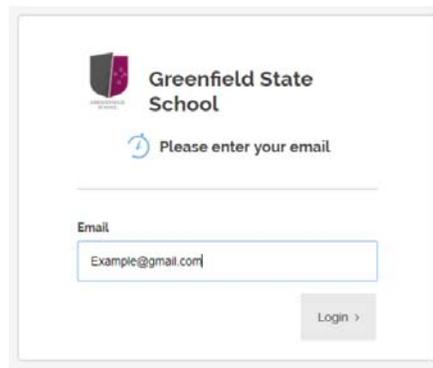


Parents Guide to using Session Keeper

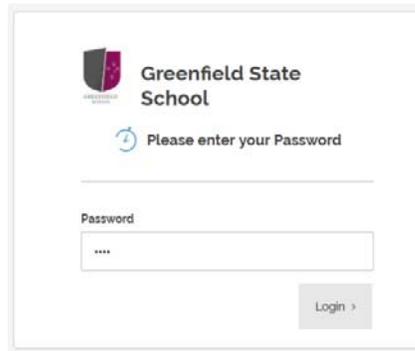
The following guide will instruct you on the process to book for a Parent Evening Booking through the Schoolzine Session Keeper System. You will also be able to edit and cancel your sessions, as well as supply notes to the Staff members about your booking sessions.

1. Navigate to the School's Session keeper account and enter your Email Address and select **Login**.



The screenshot shows the login interface for Greenfield State School. At the top left is the school's logo, a shield with a red and purple design. To the right of the logo, the text "Greenfield State School" is displayed. Below the logo and name, there is a blue circular icon with a clock and the text "Please enter your email". Underneath this is a horizontal line, followed by the label "Email" and a text input field containing the placeholder text "Example@gmail.com". At the bottom right of the form is a grey button labeled "Login >".

2. Enter your Password and select **Login**.



The screenshot shows the login interface for Greenfield State School, identical to the previous one but with the password field. At the top left is the school's logo, a shield with a red and purple design. To the right of the logo, the text "Greenfield State School" is displayed. Below the logo and name, there is a blue circular icon with a clock and the text "Please enter your Password". Underneath this is a horizontal line, followed by the label "Password" and a text input field containing four asterisks "****". At the bottom right of the form is a grey button labeled "Login >".

- Select all of the relevant Staff members from the list that you would like to book a session with for your students and select **Next** from the bottom right corner.

- Select the times of your bookings from the list for all of your relevant teachers and then select **Next**.
NOTE: Already booked and unavailable sessions will be greyed out from the list.

- Review your times from the page and add any notes if relevant for the teacher before pushing **Next** to confirm your bookings.

6. Your Booking is complete! You will receive a confirmation email through to your nominated email address including links should you need to modify or cancel your booking.



Your booking is complete!



Master Yoda
4B / Maths

 **Approved**

 Monday, 24 Sep 2018

 3:35 PM (25 mins)

 I might be running a few minutes late. - Penny

[My Bookings](#)