

Parents' Guide for Booking Appointments

Browse to <https://pmx.parentmail.co.uk/>

Step 1: Login

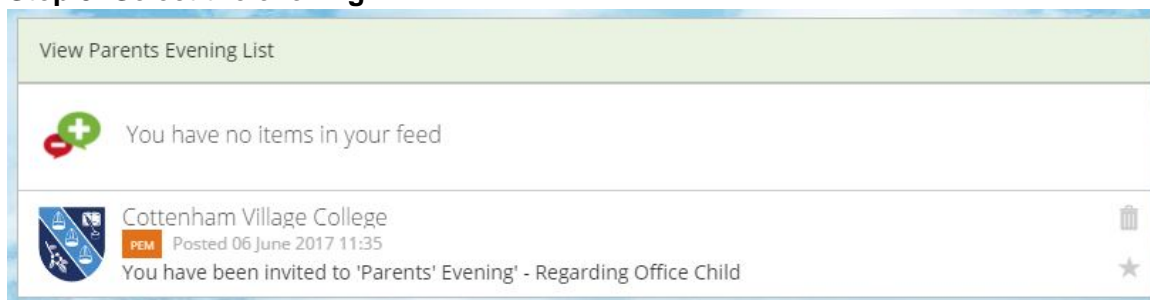
Please log in to ParentMail with your registered email address and password.

Step 2: Select Parents' Evening

Select Parents' Evening from the front screen.



Step 3: Select the evening



Step 4: Book Appointments

Select View / Book Appointments to open the screen which will show the list of teachers for your child.

View Parents Evening

Cottenham Village College

Received 06 June 2017 11:35

You have been invited to 'Parents' Evening' - Regarding Office Child

Location: Year 7 Parents Evening held at CVC

Choose a date.

22/06/2017

Session Status: Accepting Bookings

View / Book Appointments

Teachers List

You are looking at your appointment list for 'Parents' Evening' - 22/06/2017 - regarding: Office Child

RE - Mrs D Thake	Book
Available	
Science - Mrs D Smith	Book
Available	

Select Book to show appointments that are available for each teacher, select the time slot you would like. The slot will then turn green and a red Cancel box will show should you wish to cancel or amend the time you have selected. Then select back and select the next teacher you would like to see. Continue with this until you have booked all the appointments that you would like.

Step 5: View/Print Appointments

Once you have chosen all your appointments, you can print or receive an email of these by going to the View/Book Appointments screen, selecting Actions and either print or email appointments. Please print this out and bring it with you to the parents' evening.

View Parents Evening

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[View / Book Appointments](#)

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[Print Appointments](#)

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