How to book for the Parent Teacher Interviews:

Each event will be issued with a Parent Event Code.

The NLPS Term One Parent Teacher event code is: **58Y3U**

2. Enter the event code (**58Y3U**) in the green event code box. Select the ‘go’ button.
3. Enter your details.
   Type your name, email address and your child’s name.

   If you have more than one child at the school, select the drop down box and fill in the number of children you have. They type in each student’s name in the respective box.

   Please note: the email address you supply will be used to confirm your booking.
4. Select the teacher you would like to make the booking with.

   Use the drop down box to select your child’s teachers(s). Then press the ‘Go’ Button.

5. Choose a time.

   Select a time in the checkbox. Missing checkboxes mean that time is not available.

   Select the ‘Go’ button.
6. A confirmation of your booking time(s) will now be sent to the email address you nominated.
Cancelling your Parent/Teacher Interview time

If you are unable to attend your selected time please follow the process below to cancel your booking.

1. Select the ‘Cancel’ tab next to your child’s name.

2. To confirm your cancellation please select the ‘Ok’ button
3. A booking cancellation confirmation page will now be displayed. If there are no further adjustments to be made simply click the green ‘Finished’ button at the end of the page.