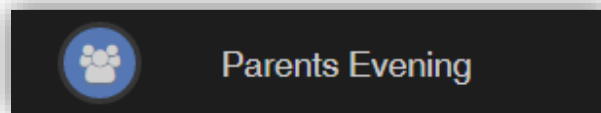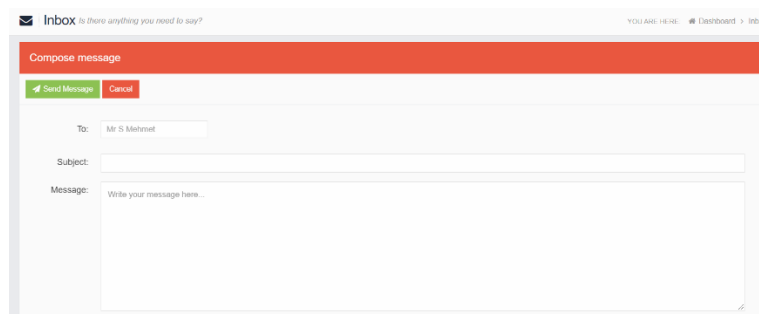# Parents Evening

The **Parents Evening** option is accessible only from the **Menu Bar**.
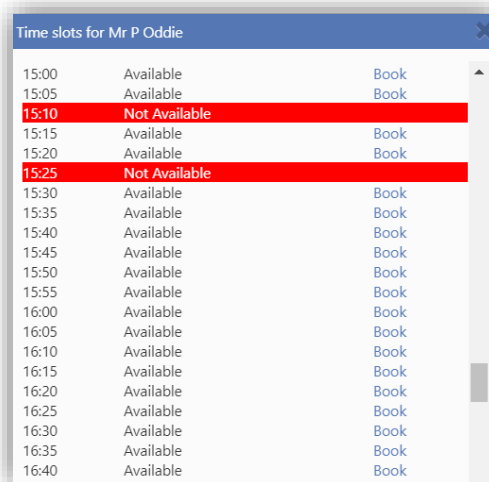

The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.
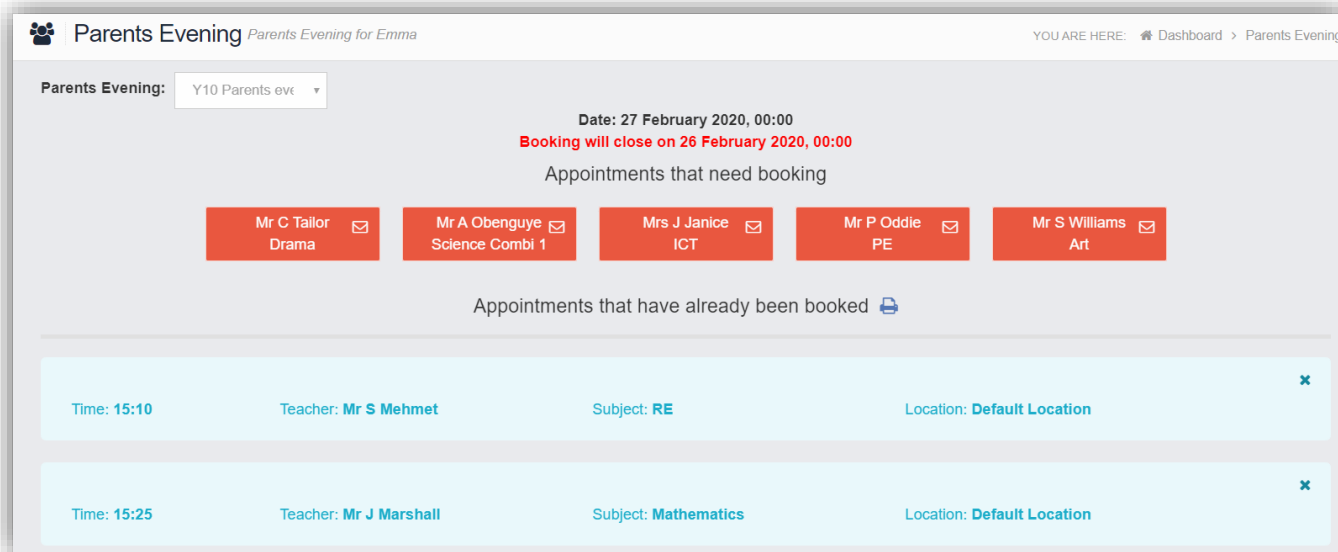

Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.

Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.

The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.
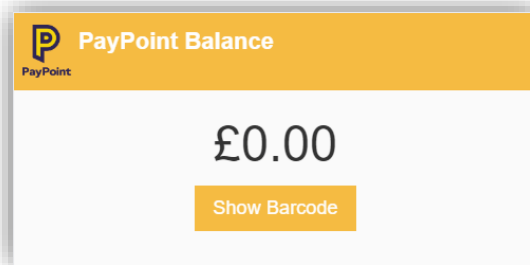

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.

PayPoint

The **PayPoint** option is accessible only as a **Widget**.

The **Widget** displays the current **PayPoint Balance,** clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.