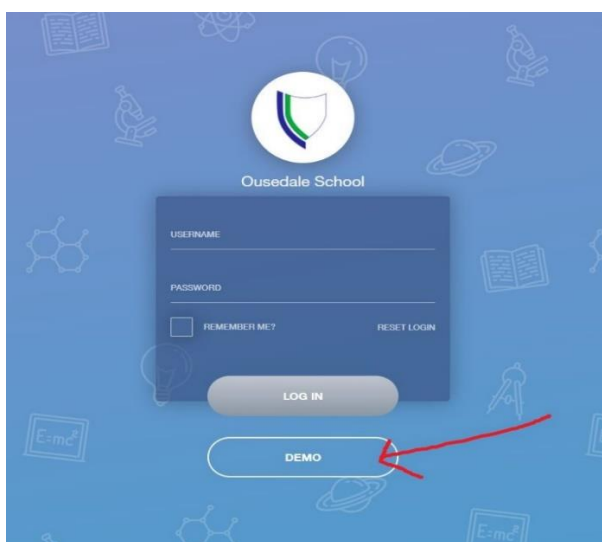


# Edulink One – Booking Event Appointments User Guide for Parents

## Demo page

When you open Edulink – before you log in you will see a link to the Demo page which provides an overview of Parents' Evening.



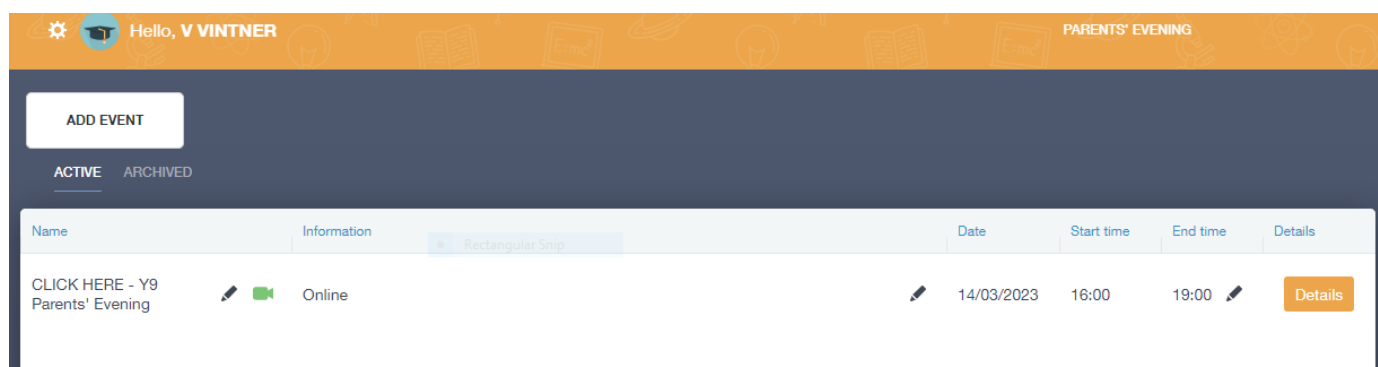
## Log in to Edulink One

Log in as per the 'Edulink One – Getting Started for Parents' instructions.

Select the Parents' Evening menu item.



Click on 'click here – Meet the Tutor Evening



## Book your appointments

On the next screen you can book your appointments by clicking on the relevant slot, then clicking book. Appointments will be restricted to 5 minutes long.

**Reminder:** Bookings will open to parents one week before the event and will close 12 hours before the first appointment.

## Queries

Should you have any queries, please contact the following staff in advance of the event:

- Newport Pagnell Campus - Victoria Taunt - [victoria.taunt@ous.e-act.org.uk](mailto:victoria.taunt@ous.e-act.org.uk) - Pastoral Secretary
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- Olney Campus – Nicole Cass - [nicole.cass@ous.e-act.org.uk](mailto:nicole.cass@ous.e-act.org.uk) - Pastoral Secretary