



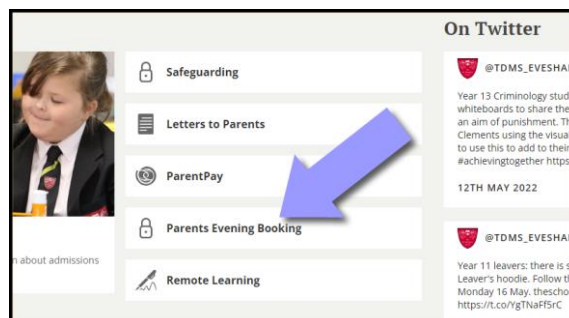
Parent Guide for the Parents' Evening Booking System at TDMS

There are two ways to use Edulink One: through a web browser like Google Chrome or through an app you can download to use on your mobile device. The Edulink One app is available for Apple iOS and Android.

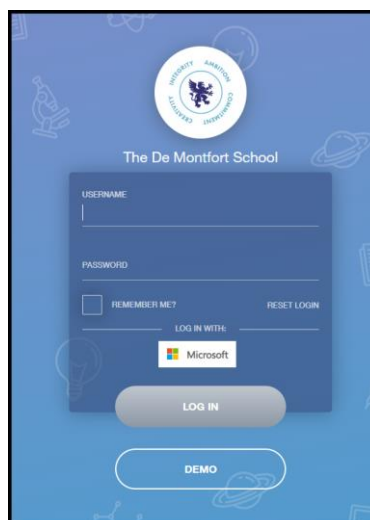
Parents' Booking System (via the school website)

Go to the TDMS school website at <https://www.tdms.worcs.sch.uk>

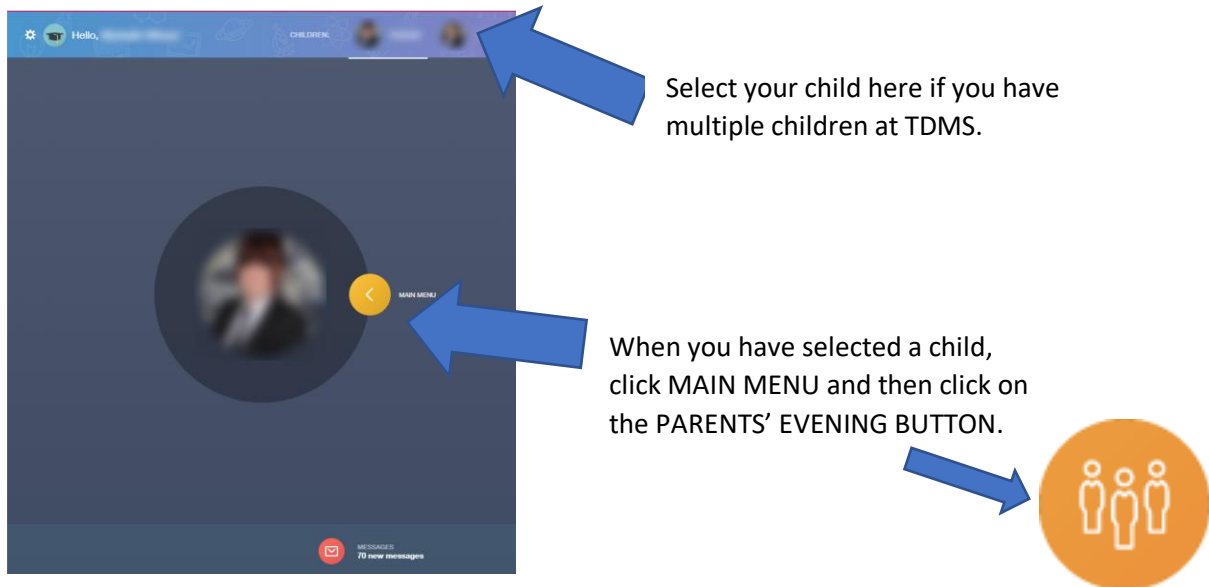
Scroll down the page and click the "Parents Evening Booking" button.



On the EduLink login screen, you will need to enter the username and password that was sent to you by the school. If you do not know your login details, or have lost the email, click the RESET LOGIN button. You will be asked to enter your email address.

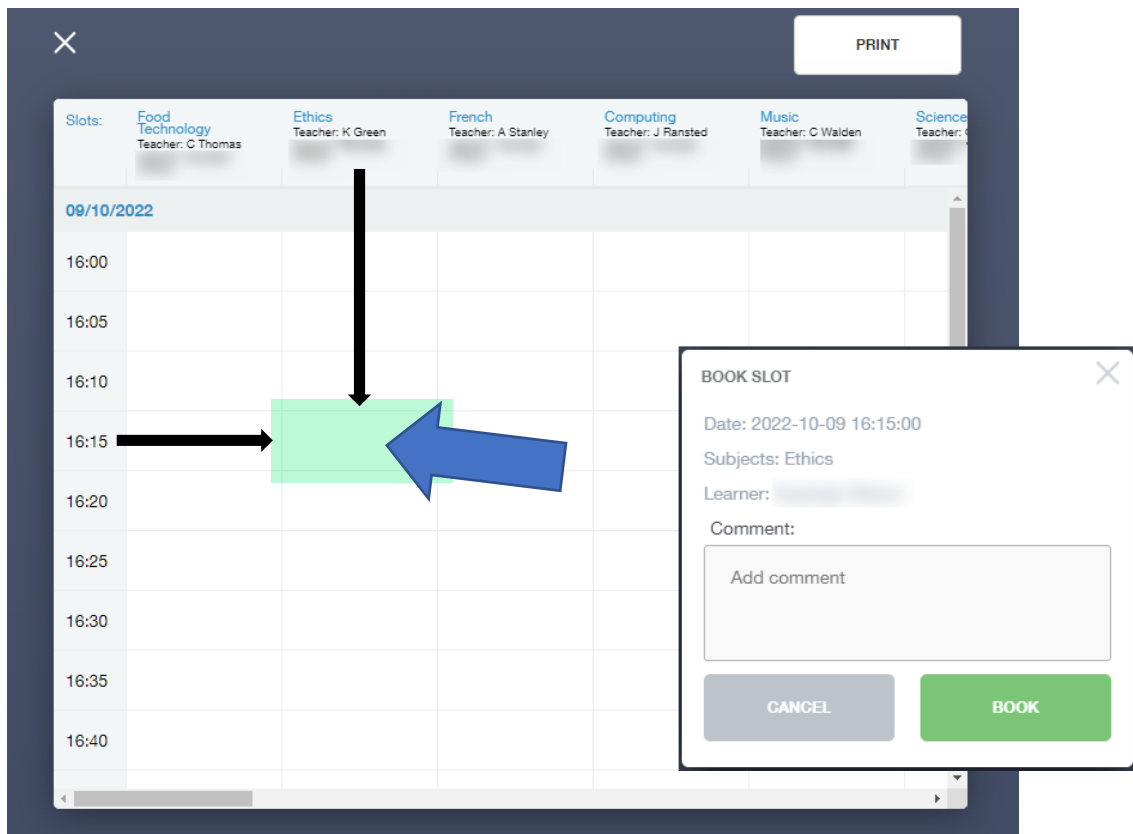


Once you are logged in to Edulink, you will see the following screen. If you have multiple children at TDMS, you can select a child from the top of the page as shown in the image below.



The next screen will display a list of any forthcoming events for your child. Click on the event you wish to book.

You will then arrive to the main booking page. Simply click on a grid box/cell and press the BOOK button. You also have an option to enter a comment which the teacher can read prior to the meeting. For example, if a parent wanted to see Miss K Green at 16:15 they would click the box shown below.



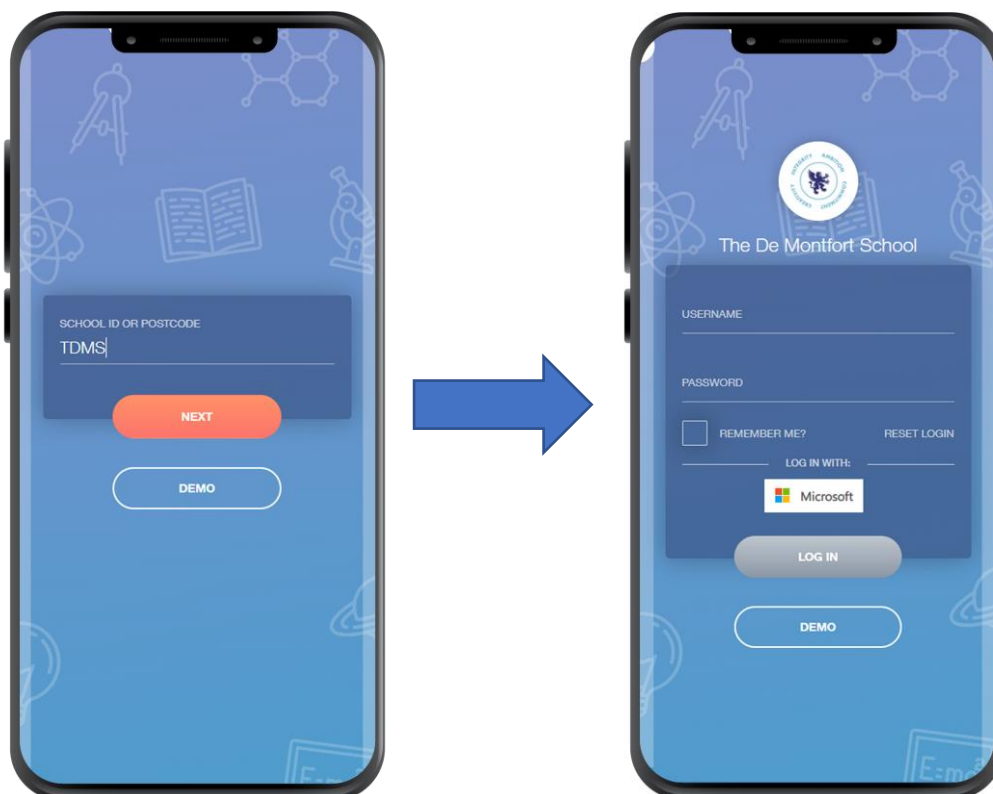
You can unbook the slot by clicking the box and pressing the UNBOOK button.

Parents' Booking System (via the App)

The EduLink One app is available for Apple IOS and Android devices. You can download from these links or search in the App Store or Play Store.

- Apple App Store
<https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4>
- Android Google Play
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>

When the app is installed, run EduLink. You will see the following screens



If you are using the mobile app, you will need to enter TDMS for the School ID first, followed by your username and password. Your login details will have been sent to you, but if you need to request them again, click the RESET LOGIN button.

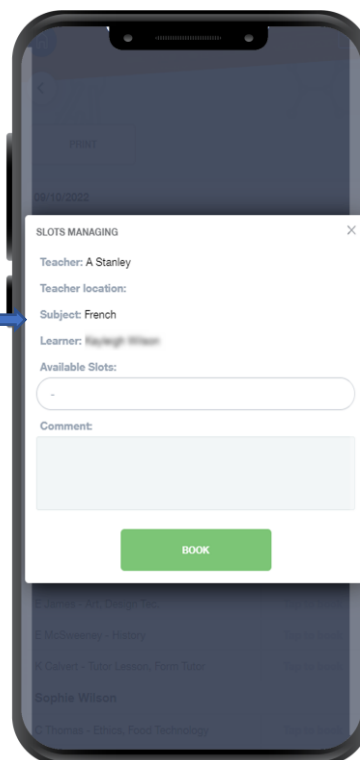
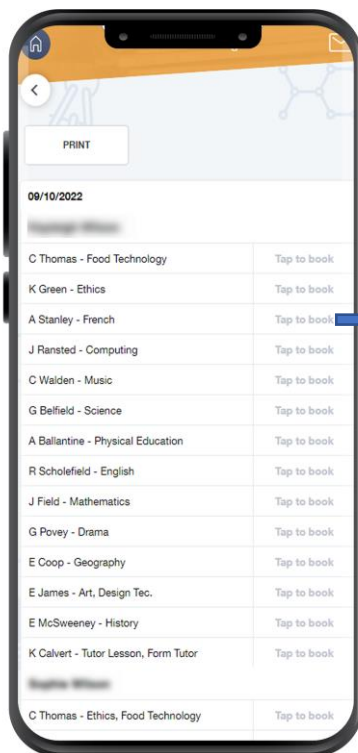


Click on the PARENTS' EVENING BUTTON as shown below. If you have multiple children at TDMS, you can select a child by clicking on their picture at the top of the page



The next screen will display a list of any forthcoming events for your child. Click on the event you wish to book.

You will see a full list of subjects and teachers, as shown in the examples below. Select an available slot from the drop-down list. You also can also leave a comment for the teacher. When you are happy to book the slot, click the green BOOK button.



To unbook a slot, click a slot and click the red UN-BOOK button.