Initial Set Up and Parents' Evening Booking

An account has been created for you on our online booking partner's website www.complete-ed.co.uk which can be used for booking slots for upcoming and future parents' evenings. To access your account in order to complete a booking, please use your primary email address used for communications from the school.
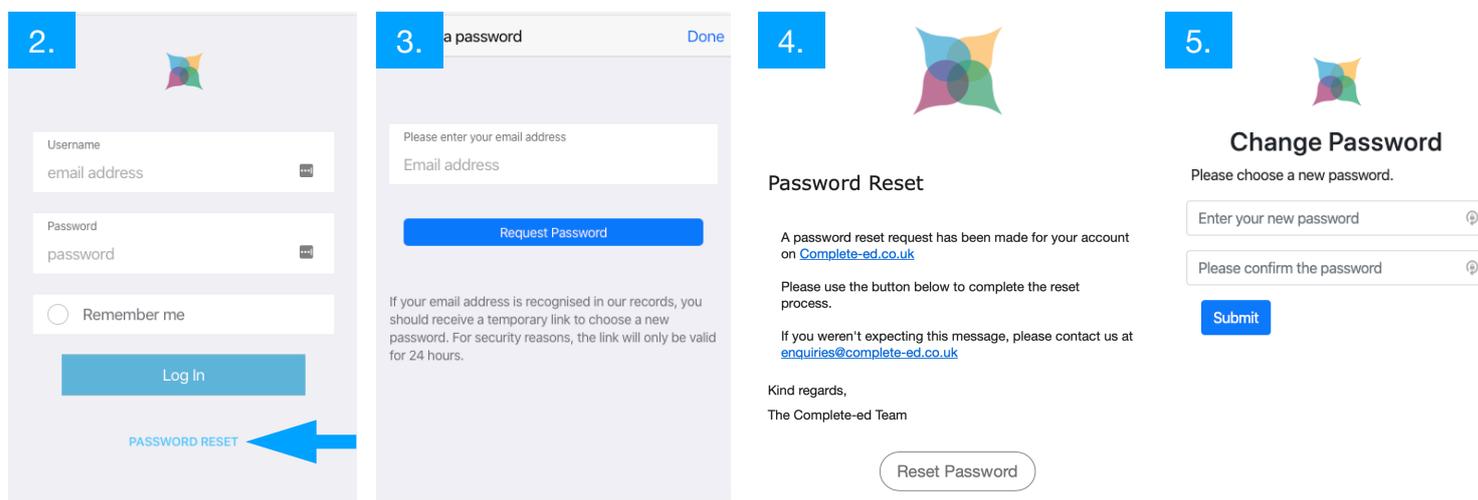
Accessing your account

Rather than communicating temporary passwords, you can use the password reset feature to choose a suitable, memorable password to protect your account. To complete a password reset:
1.   Go to www.complete-ed.co.uk/apps/parent (you can also get to the page from the complete-ed.co.uk homepage)

If you haven't accessed your account before or have forgotten your password:
2.   On the login page, click the Password Reset button
3.   Enter your email address (the primary account the school uses to contact you)
4.   Check your email for a message containing a password reset button
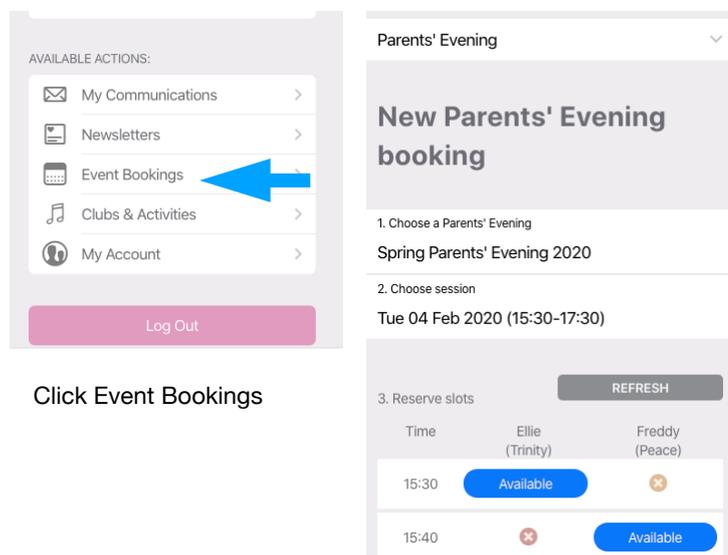5.   Choose a new password

2.

Username
email address

Password
password

○ Remember me

Log In

PASSWORD RESET

3.

a password   Done

Please enter your email address
Email address

Request Password

If your email address is recognised in our records, you should receive a temporary link to choose a new password. For security reasons, the link will only be valid for 24 hours.

4.

Password Reset

A password reset request has been made for your account on Complete-ed.co.uk

Please use the button below to complete the reset process.

If you weren't expecting this message, please contact us at enquiries@complete-ed.co.uk

Kind regards,

The Complete-ed Team

Reset Password

5.

Change Password

Please choose a new password.

Enter your new password

Please confirm the password

Submit

Booking a Parents' Evening Slot

Booking a slot or multiple slots (if you have siblings at the school) is really straightforward.

AVAILABLE ACTIONS:

✉ My Communications   >

🖼 Newsletters   >

📅 Event Bookings   >

♫ Clubs & Activities   >

👤 My Account   >

Log Out

Click Event Bookings

Parents' Evening   ∨

New Parents' Evening booking

1. Choose a Parents' Evening
Spring Parents' Evening 2020

2. Choose session
Tue 04 Feb 2020 (15:30-17:30)

3. Reserve slots   REFRESH

Time	Ellie (Trinity)	Freddy (Peace)
15:30	Available	✕
15:40	✕	Available

1.   Choose a parents' evening and session
2.   Pick any of the available slots
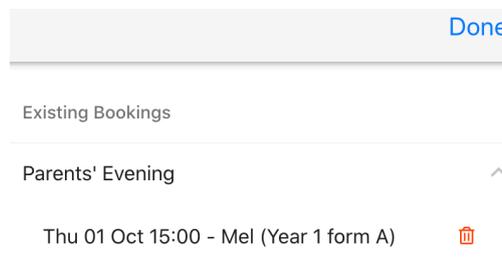
3.   As soon as you click the 'Available' button, the slot is checked and, if still available, is confirmed.
4.   Once confirmed it will show as booked
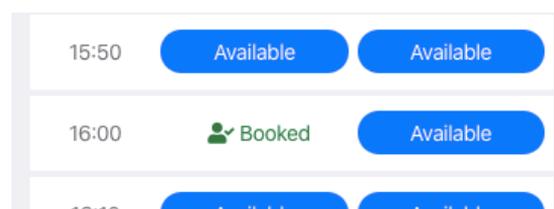
15:50	Available	Available
16:00	👤✓ Booked	Available
16:10	Available	Available

You can view and cancel existing bookings once they have been confirmed - under Existing Bookings (at the top of the page)

                                         Done

Existing Bookings

Parents' Evening   ∧

Thu 01 Oct 15:00 - Mel (Year 1 form A)   🗑