



28<sup>th</sup> September 2018

Dear Parents

### Maths Evening for Parents - Booking Details

I am writing to give you further instructions on how to access the booking system for the Maths Evening for Parents that takes place on the 9<sup>th</sup> October. The system for this event does not require you to sign into the parental booking system as you would for a normal parents' evening. It goes live from 4.00pm today and will close on Monday 8<sup>th</sup> October at 9.00am.

To book please follow these instructions:

**Step 1** – Click on the link below to access the booking system for this event

<https://bit.ly/2O8hVpt>

**Step 2** – Click on the 'Workshops Signup' tab or the click HERE link found within the text.

**Step 3** – Choose one workshop from each of the three sessions by clicking on the 'signup' button next to the workshop that you wish to attend.

**Step 4** – Fill in your details (name & email address) for each session.

**Step 5** – You should automatically receive an email confirming your booking for each workshop.

**Step 6** – If you wish for an additional adult to attend then complete the same process as given above. It is important that a **different** email address is used to the one given for the first delegate.

If you have any problems during the signup process please contact Chris Shone, our IT Support Manager, using the email address **csHONE@townclose.com** or by telephone on **01603 599031**.

I look forward to welcoming you to this exciting and informative event.

With best wishes

Mr S Lawry  
Head of Mathematics