

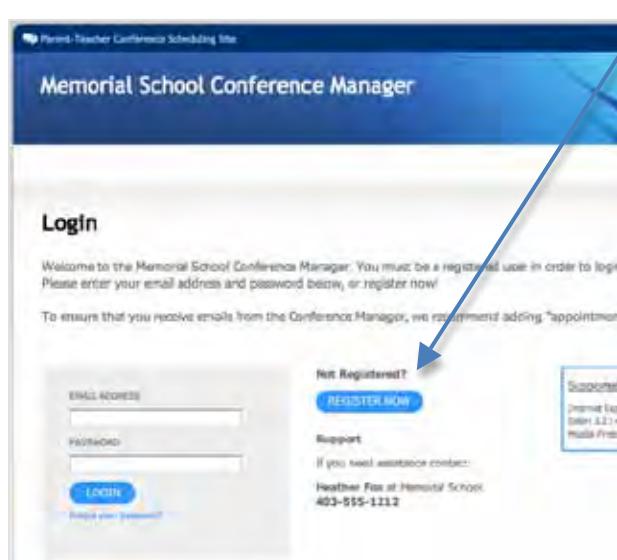
## Instructions for Parents Scheduling Parent-Teacher Conferences

Welcome to your school's conference manager. The Conference Manager allows you to schedule parent-teacher conferences on-line.

The school should have directed you to a link that will launch the application. Most schools add the link to the Conference Manager to their school web site.

To book conference times, you must create an account and then log in to the system.

### Step One – Creating an account



Click the REGISTER NOW button to create an account.

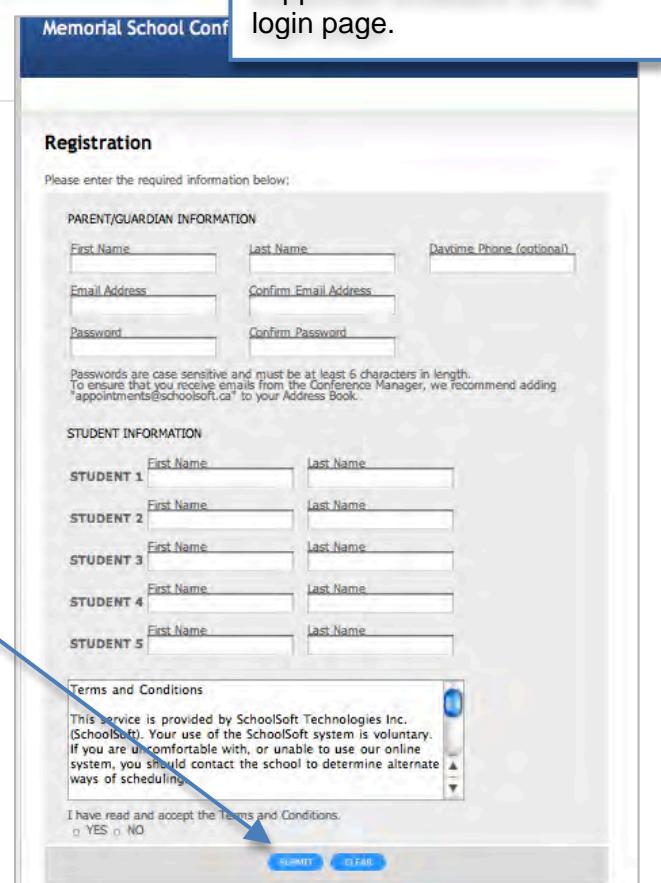
Supported Internet Browsers Requirements:  
 Internet Explorer 7.0+ (Windows)  
 Safari 3.2.1+ (Mac)  
 Mozilla Firefox 3.0+ (Mac/Windows)

If you do not see the REGISTER NOW button you are using a version of a browser that does not meet the requirements of the application and may need to be updated. See the list of supported browsers on the login page.

Login page (actual image and color may differ for your school)

Use the email and password you used when you created your account to log in. The *Forgot your password* link can be used to reset your password.

Complete the Registration Form and click the SUBMIT button to create the account.



Registration

Please enter the required information below:

PARENT/GUARDIAN INFORMATION

|               |                       |                          |
|---------------|-----------------------|--------------------------|
| First Name    | Last Name             | Daytime Phone (optional) |
| Email Address | Confirm Email Address |                          |
| Password      | Confirm Password      |                          |

Passwords are case sensitive and must be at least 6 characters in length.  
 To ensure that you receive emails from the Conference Manager, we recommend adding [appointments@schoolssoft.ca](mailto:appointments@schoolssoft.ca) to your Address Book.

STUDENT INFORMATION

|           |            |           |
|-----------|------------|-----------|
| STUDENT 1 | First Name | Last Name |
| STUDENT 2 | First Name | Last Name |
| STUDENT 3 | First Name | Last Name |
| STUDENT 4 | First Name | Last Name |
| STUDENT 5 | First Name | Last Name |

Terms and Conditions

This service is provided by SchoolSoft Technologies Inc. (SchoolSoft). Your use of the SchoolSoft system is voluntary. If you are uncomfortable with, or unable to use our online system, you should contact the school to determine alternate ways of scheduling.

I have read and accept the Terms and Conditions.  
 YES  NO

SUBMIT CANCEL

## Step Two – Booking Conference Times

Memorial School Conference Manager

Welcome

The Conference Planner is currently active.

**BOOK A CONFERENCE**

The System will close on Friday May 25, 2012 at 11:59 PM.

If the system closes you will not be able to access it again. However, you can still log in to view, edit, or cancel any of your bookings.

If no more bookings are available, please log in to Memorial School's Parent Portal.

Conference Information

Please be sure to stop by the school library and check out the Spring Book Fair during our conference evenings. Which is a great time for summer reading!

Once logged in you will see the **BOOK CONFERENCE** button if the system is active. If booking is not yet active, the date and time booking begins will be displayed.

Select the conference session/date that matches your booking preferences

Memorial School Conference Manager

Welcome: Brant Parker

**BOOK A CONFERENCE** **MY CONFERENCE** **MY PROFILE**

**Choose a Teacher**

To view a list of available teachers, please select a session below:

**VIEW TEACHER LIST**

**Wednesday May 2 - K-9 Conferences (4:30 PM - 8:30 PM)**

The following teachers are available on the date you selected. Select All teachers you would like to meet with.

| SELECT                   | NAME                                      | TEACHING ASSIGNMENT |
|--------------------------|---|---------------------|
| <input type="checkbox"/> | Mr. Chester Acorn                         | Kindergarten        |
| <input type="checkbox"/> | Mr. Shelly Armstrong                      | Art                 |
| <input type="checkbox"/> | Mr. Jerry Barnes                          | Gr. 3               |
| <input type="checkbox"/> | Mr. Michel Bouchard                       | Gr. 1               |
| <input type="checkbox"/> | Mr. Naomi Chabot                          | Gr. 4               |
| <input type="checkbox"/> | Mr. David Chais                           | Grade 8 Team        |
| <input type="checkbox"/> | Mr. Chris Connolly & Mr. L. Beta Dauplais | Math                |
| <input type="checkbox"/> | Mr. Jane Doe                              | Phys. Ed.           |
| <input type="checkbox"/> | Dr. Dorothy Dozois & Madame Lumar         | Gr. 4               |
| <input type="checkbox"/> | Mrs. Megan Farout                         | Gr. 8               |
| <input type="checkbox"/> | Mr. Carol Gordon                          | Gr. 1               |
| <input type="checkbox"/> | Dr. John Jonasson                         | Gr. 3               |
| <input type="checkbox"/> | Mr. Trevor McDonald                       | Math/Science        |
| <input type="checkbox"/> | Mr. Brenda Mois & Ms. Lorraine VU         | Music               |
| <input type="checkbox"/> | Mrs. Sheila Parker                        | Librarian           |
| <input type="checkbox"/> | Mr. Joey Patician                         |                     |

Place a checkmark beside each teacher you wish to see. If you have more than one child, check teachers for all children.

Click the **NEXT** button to view the schedules that match your teacher selections.

Click an available cell to complete a booking. Repeat for all teachers. Unless instructed otherwise, only book one conference per teacher.

Click here to log out. You may be asked to complete a survey.

When finished with the booking process you may print your schedule.

Booked appointments appear in the panel on the right side of the screen. You will also receive a confirmation email.

Memorial School Conference Manager

Welcome: Brant Parker

**BOOK A CONFERENCE** **MY CONFERENCE** **MY PROFILE**

**Select a Time**

Wednesday May 2 - K-9 Conferences (4:30 PM - 8:30 PM)

Choose an available time slot:

| C. Acorn<br>Kindergarten | S. Armstrong<br>Art | M. Bouchard<br>Gr. 1 |
|--------------------------|---------------------|----------------------|
| 4:30                     | 4:30                | 4:30                 |
| 4:40                     | 4:40                | 4:40                 |
| 4:50                     | 4:50                | 4:50                 |
| 5:00                     | 5:00                | 5:00                 |
| 5:10                     | 5:10                | 5:10                 |
| 5:20                     | 5:20                | 5:20                 |

**SUPPORT** **LOG OUT**

**CURRENTLY BOOKED CONFERENCES**

Wed May 02, 2012 4:30 PM

**EDIT** **CANCEL**

Mr. C. Acorn  
Kindergarten Room  
Braden