

## 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.

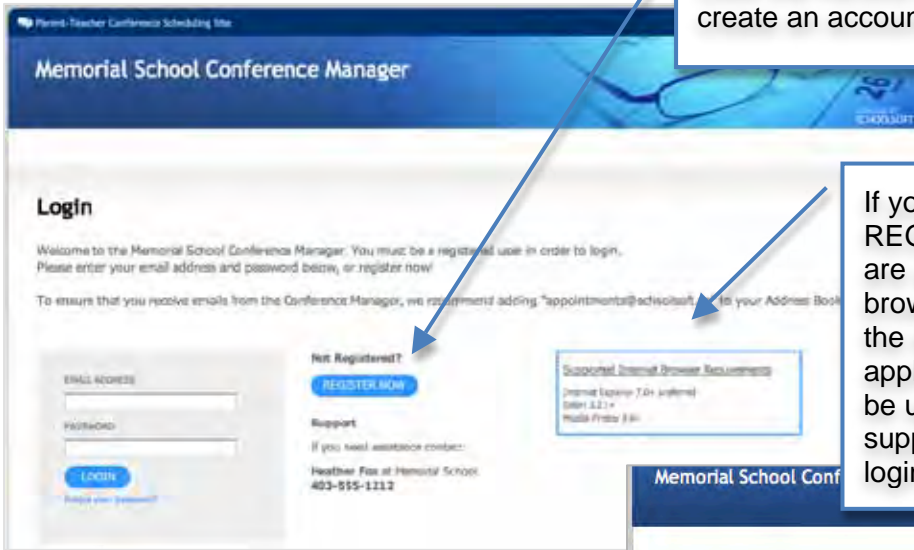
The school should have directed you to a link that will launch the application. Most schools add the link to the Conference Manager to their school web site.

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.

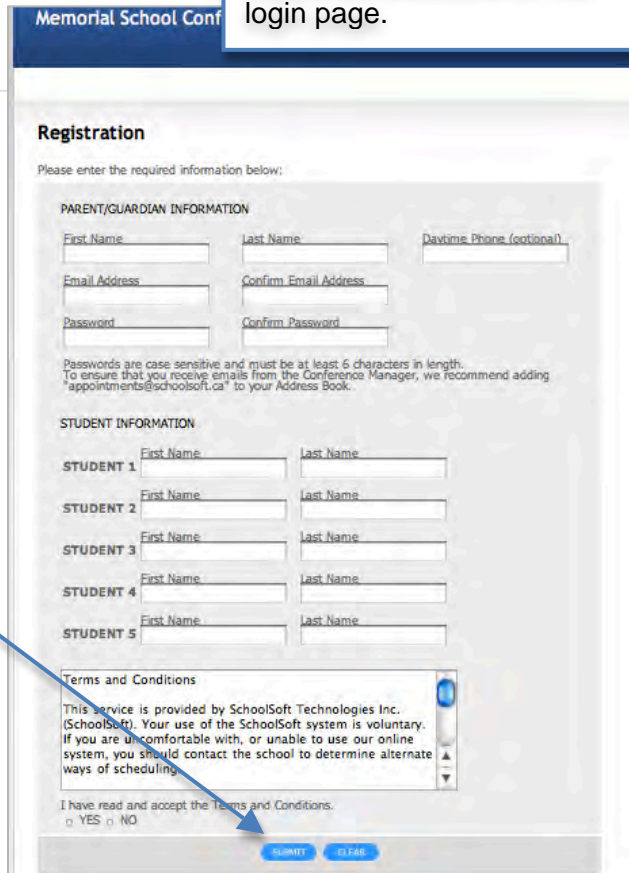
If you do not see the REGISTER NOW button you are using a version of a browser that does not meet the requirements of the application and may need to be updated. See the list of supported browsers on the login page.



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.

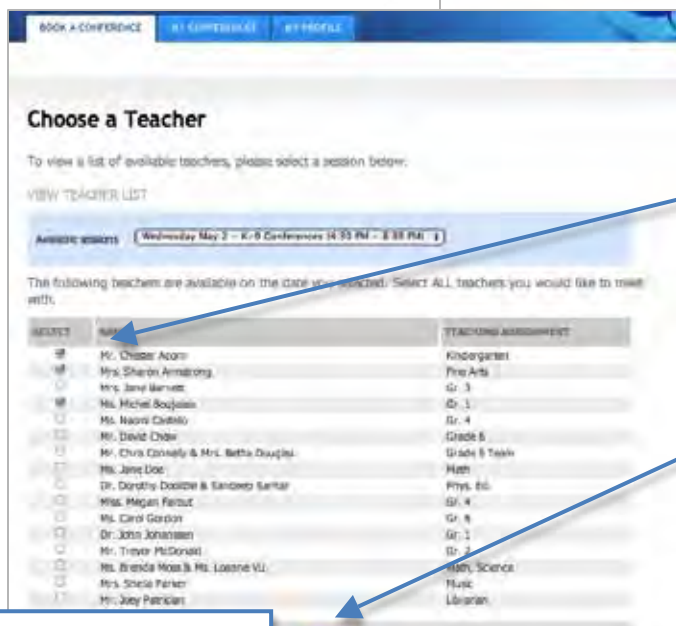
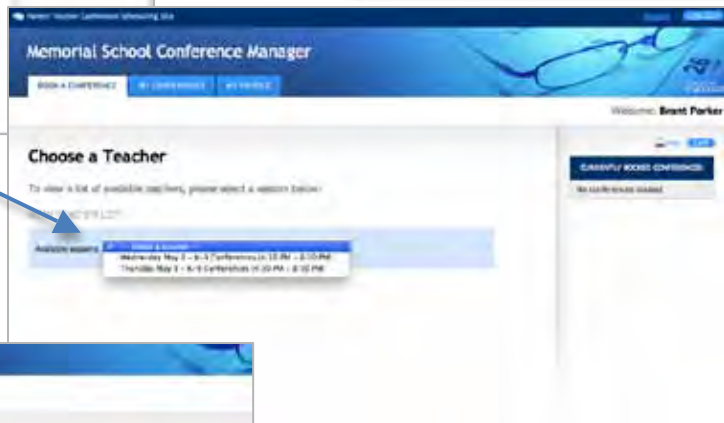


## Step Two – Booking Conference Times



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



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.

