



Sheldon - Williams Collegiate

2601 Coronation St., Regina, SK S4S 0L4 • Ph: (306) 523-3550 • Website: <http://sheldonwilliamscollegiate.rbe.sk.ca>

Parent-Teacher Conferences March 27th, 2024

We are pleased to be using the Conference Manager to schedule Parent-Teacher Conferences using the Internet.

The link for the Parent/Guardian Login Site is:

<https://reginapublic.schoolsoft.com> (DO NOT include "www")

A **Parent/Guardian Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. **To register** in the Conference Manager use the link above and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please ensure you input all of your students currently attending at Regina Public School. Choose the appropriate school from the drop down menu for each child.

Note you can update your Parent Account at any time by logging in and updating your profile.

Can't remember your password?

If you already have a Parent Account, click on the link above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Be sure to add appointments@schoolsoft.com to your Address Book. This will over-ride any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager Opens to Parents/Guardians – March 15th, 2024.

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

Step 2 – Book your Three-Way Conference

Select the teacher with whom you want to book interviews. You will see each teacher's schedule. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.



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If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

Important Dates:

March 15th, 2024 – Start scheduling your interviews

March 25th – Conference Manager closes

March 27th – Conference Day

We recommend adding
appointments.schoolsoft.com
to your Address Book.

If you have any questions or need assistance, please feel free to contact the school.

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