

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.

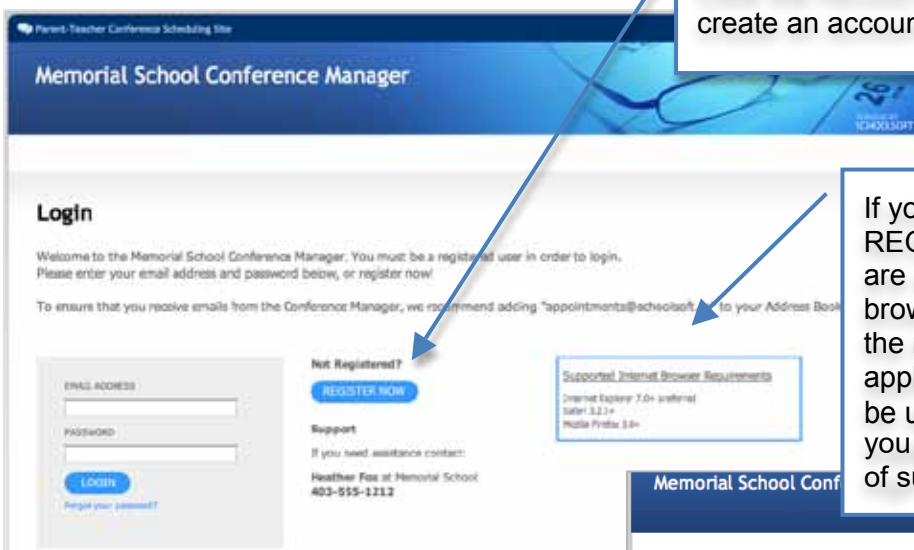
The school will provide you with a link that will launch the Conference Manager. The school or district may have added a link to the Conference Manager to their web site.

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.

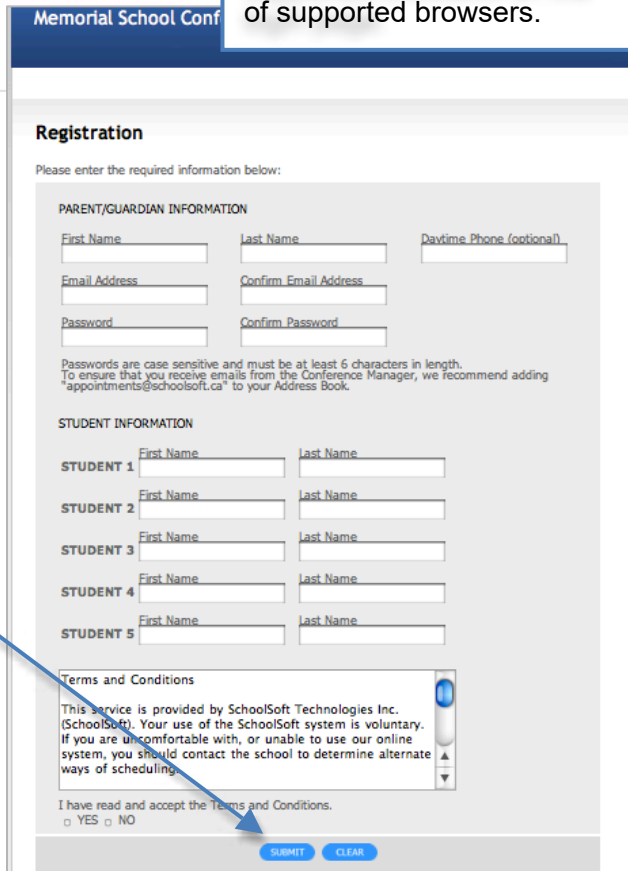
If you do not see the REGISTER NOW button you are using a version of a browser that does not meet the requirements of the application and may need to be updated. If that is the case you will see a link to a list of supported browsers.



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

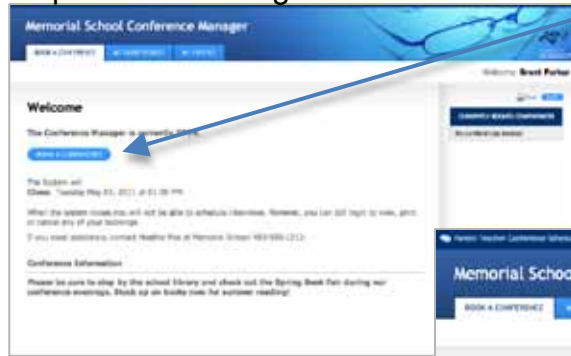
Use the email and password you used when you created your account to log in. The *Forgot your password* link can be used to reset your password.

On this form you may also be prompted to select the school a child attends. Once completed click SUBMIT to create your account.



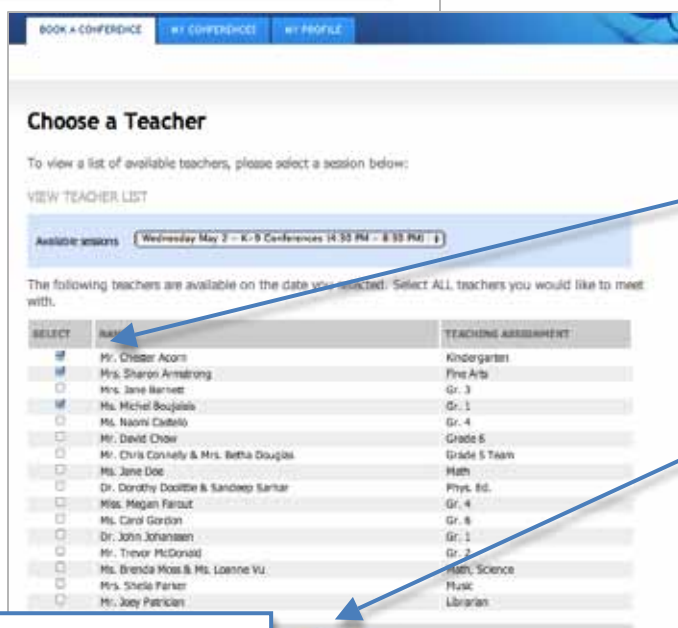
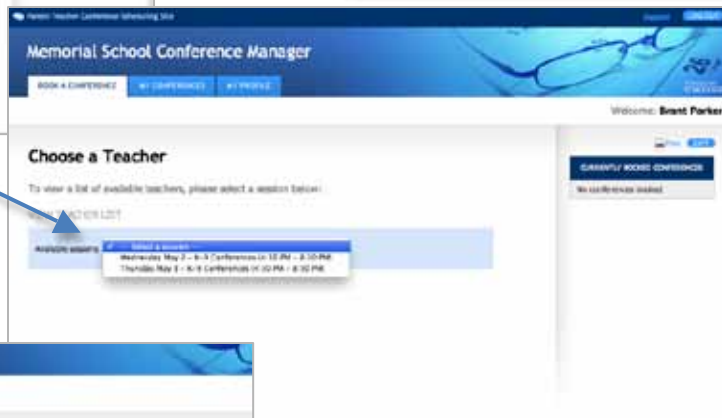
* Note the appearance of screens may differ on a mobile device such as a smart phone.

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 time 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 satisfaction 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.

