



Getting going with your free trial of the Conference Manager

Thank you for your interest in conducting a no-cost trial use of the Conference Manager. This document is intended only for key school or school district staff who are leading the initial use of the SchoolSoft Conference Manager in their school or school district.

What you need to know

There are three steps required to get your school's version of the Conference Manager up and running.

Step 1 – Provide configuration details. Use the link below to provide the information we require to configure each school's customized version of the Conference Manager.


<https://www.schoolsoft.com/configuration-conference-manager/>

Step 2 – Confirm Conference Manager set up. 1 to 2 days after the form is submitted you will be contacted by a member of the SchoolSoft Support Team regarding your access to the Conference Manager and you will be asked to confirm the School Profile is complete and accurate.

Implementations involving the integration of the Conference Manager with PowerSchool may take longer, depending upon the availability of the PowerSchool Administrator.

Step 3 – Use the Conference Manager to prepare the upcoming round of parent-teacher conferences.

Your SchoolSoft Customer Success Specialist will assist you in that process. Once we have received your form and created your account, we will be in touch to ensure you are comfortable and confident to using the Conference Manager.



On behalf of the team, we look forward to getting your account created! Please email support@schoolsoft.com if you have any questions issues completing the Configuration Form in Step 1.