How to Receive Parent Conference Manager Emails

Applies to: ☑Standalone Conference Manager System Admin and Office Admin
☑PowerSchool Conference Manager System Admin and Office Admin

The Conference Manager sends automated emails to keep parents informed of matters pertaining to Parent-Teacher Conferences. You can view a sample of all emails generated by the Conference Manager by accessing the following HELP CENTER document: https://www.schoolsoft.com/document-library/samples-of-conference-manager-automated-emails/.
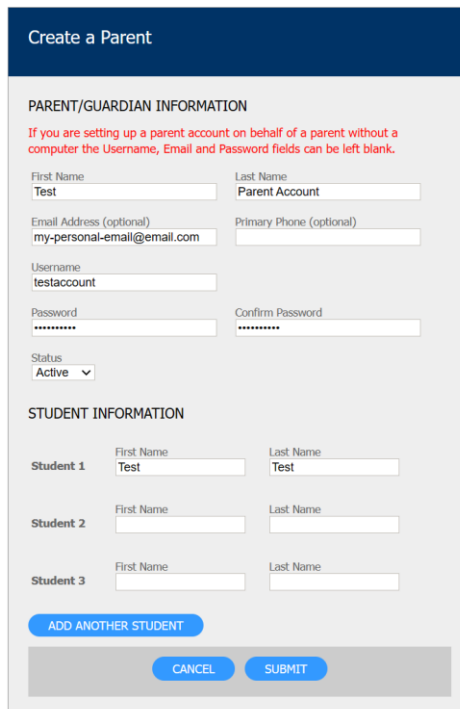
You may want to ensure you get the same email that is being sent to parents at the time they receive it.

If you are using the Conference Manager and it is configured to integrate with PowerSchool, you will need to create a "test" parent web access account that is attached to a test or real student who is listed in a class/course in the school.

If you using the stand-alone configuration of the Conference Manager, then you only need to create a "fake" parent account in the Conference Manager.

To do this follow these steps:

1. Click the PARENTS tab followed by the ADD PARENT button.
2. You will need to complete the Create a Parent dialog box taking note of the following:
   a. You can enter whatever you wish in the parent and student name file that will make it clear the account is not for a real parent of the school.
   b. To ensure your parent account doesn't interfere with your existing Conference Manager account, you will need to ensure you use a different username than what you use for your staff account.
   c. Click