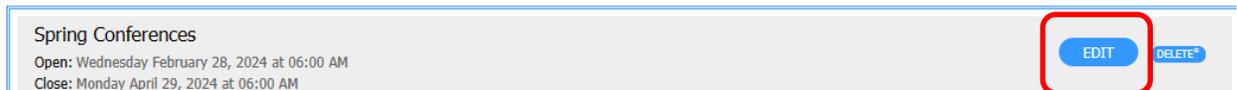


How to Temporarily Stop Parents Booking

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

If you are in a situation where bookings are being made and you need to temporarily suspend or pause the booking of appointments by parents Complete the following steps:

1. Click the CONFERENCES Tab
2. Click the EDIT button to the right of the current Conference Round



3. Change the “Date Open to Parents” field to a date in the future. Once you do this the Conference Manager will no longer be able to be accessed by parents for booking.

PARENT ACCESS

Select the date and time you want parents to START booking their conferences.

Date Open to Parents (mm/dd/yyyy) Time Open to Parents

02/28/2024 6:00 AM

Select the date and time you want parents to STOP booking conferences. Note: Once the system is closed, parents can still login to view, print and cancel bookings.

4. When you want to open the Conference Manager for booking again, simply change the date back to the original date the Conference Manager was scheduled to open for booking.