

## Quick Start Guide – Booking for a Parent

It won't happen very often, but you will get the occasional phone call from a parent who asks you to schedule their interviews for them. Or perhaps you are booking interviews before the Conference Manager is open to parents. In either case, here is what you need to do:

Begin by logging into the Conference Manager and clicking on the SCHEDULES tab.

Parent-Teacher Conference Scheduling Site

### Memorial School Conference Manager

MAIN SCHEDULES CONFERENCES STAFF PARENTS SCHOOL PROFILE MY PROFILE

#### Choose a Teacher

To view a list of available teachers, please select a session below:

[VIEW MY SCHEDULE](#)

VIEW TEACHER LIST [Print ALL Staff](#)

Available sessions **Saturday November 20 – Arts Faculty**

The following teachers are available on the date you selected. Select ALL teachers you would like to meet with.

SELECT ALL	NAME	TEACHING ASSIGNMENT
<input checked="" type="checkbox"/>	Mr. C. Acorn	Kindergarten
<input type="checkbox"/>	M. Administrator	System Admin
<input checked="" type="checkbox"/>	Mrs. S. Armstrong	Fine Arts
<input type="checkbox"/>	Mrs. J. Barnett	Gr. 3
<input checked="" type="checkbox"/>	Ms. M. Boujalais	Gr. 1
<input type="checkbox"/>	N. Castellanos	SysAdmin
<input type="checkbox"/>	Ms. N. Castello	Gr. 4
<input type="checkbox"/>	T. Chirdon	Principal

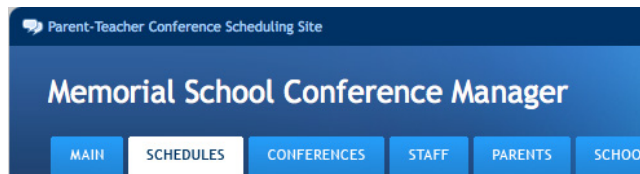
Begin by asking the parent which date they would like to attend Parent-Teacher Interviews.

Then select the teachers the parent wants to meet with.

... click NEXT



On the Master Schedule you can book one or more interviews for a parent. We will assume the parent does NOT have a parent account.



### Master Schedule

[VIEW MY SCHEDULE](#)

Saturday November 20 - Arts Faculty

[Print ALL Staff](#) [Print ALL Staff \(No Comments\)](#)

C. Acorn <i>Kindergarten</i>	S. Armstrong <i>Fine Arts</i>	M. Boujalais <i>Gr. 1</i>
9:00	9:00	9:00
9:15	9:15	9:15
9:30	9:30	9:30
9:45	9:45	9:45
10:00	10:00	10:00
10:15	10:15	10:15
10:30	10:30	10:30
10:45	10:45	10:45
11:00	11:00	11:00
11:15	11:15	11:15
Break	Break	Break

Choose an available time block...

#### Make a Booking

CONFERENCE DETAILS

Teacher: Ms. M. Boujalais  
Location: Room 20  
Date: Saturday Nov 20, 2010  
Time: 10:00 AM

[RESERVE](#) this time block on the teacher's behalf.

Enter parent or student name  [SEARCH](#) [ADD PARENT](#)

Total: 2

REGISTERED PARENTS/GUARDIANS

LAST NAME	FIRST NAME	EMAIL	
nadler	only	nadler@maayanot.org	<a href="#">SELECT</a>
Parent	Cam	cam.mcnicol@gmail.com	<a href="#">SELECT</a>

[CANCEL](#)

Click "Add Parent" to create a new Parent Account.

Note: that a parent account only needs to be created once. If a parent account already exists, you can access it by using the search field to the left.

### Create a Parent

**PARENT/GUARDIAN INFORMATION**

If you are setting up a parent account on behalf of a parent without a computer the Username, Email and Password fields can be left blank.

First Name  Last Name

Email Address (optional)  Primary Phone (optional)

Username (used for log in)

Password  Confirm Password

Status

**STUDENT INFORMATION**

**STUDENT 1** First Name  Last Name

**STUDENT 2** First Name  Last Name

**STUDENT 3** First Name  Last Name

Put in as much information as possible, if you know the email then place it, make the username the same as the EMAIL. If you are on the phone you can ask them what they would like for a password, or leave it blank and a random one will be assigned. If an email address is entered then an email will be sent informing them of their account.

No EMAIL? Make a copy of the booking information and either send it home with the student or communicate it through your internal communication system.

**CONFERENCE DETAILS**

Teacher Ms. M. Boujalais  
Location Room 20  
Date Saturday Nov 20, 2010  
Time 10:00 AM

**Student Info**  
Name

**Parent/Guardian Info**  
Jane Doe

**Comments or Questions (Optional)**  
Comments or questions for the teacher regarding this conference.

Now that the parent account is created, simply book the appointment.

REPEAT...  
Book additional appointments as required.

If you don't have the email entered in the parent account, communicate the bookings you have made.

You can click on the PARENTS tab and print the parent's schedule for them.