

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.

<input type="checkbox"/> 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.

Parent-Teacher Conference Scheduling Site

Memorial School Conference Manager

MAIN SCHEDULES CONFERENCES STAFF PARENTS SCHOOLS

Master Schedule

[VIEW MY SCHEDULE](#)

Saturday November 20 - Arts Faculty

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

C. Acorn Kindergarten	S. Armstrong Fine Arts	M. Boujalais Gr. 1
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	orly	nadlero@maayanot.org	SELECT
Parent	Cam	cam.mcnicol@gmail.com	SELECT

[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

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

PARENT/GUARDIAN INFORMATION

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

First Name: Last Name:
 Email Address: Daytime Phone (optional):
 Password: Confirm Password:
 Status:

STUDENT INFORMATION

STUDENT 1: First Name: Last Name:
 STUDENT 2: First Name: Last Name:
 STUDENT 3: First Name: Last Name:
 STUDENT 4: First Name: Last Name:
 STUDENT 5: First Name: Last Name:

Since the parent you are assisting probably does not have an email address, you do NOT need to enter an EMAIL address or PASSWORD.

CONFERENCE DETAILS

Teacher: Ms. M. Boujalals
 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.

Communicate the bookings you have made.
 You can click on the PARENTS tab and print the parent's schedule for them.