The content below is a sample of what you might send to parents in an email regarding the use of the Conference Manager. Please note the segments in brackets which will need to be changed to reflect the particulars of your school. This content is provided as a resource to assist you in the process of preparing your parents to use the Conference Manager.

**Subject:**

Important information about upcoming Parent Conferences at [SCHOOL NAME]

**Email Content:**

At [SCHOOL NAME], we consider Parent-Teacher Conferences a key part of our communication strategy regarding your child’s progress.  Our upcoming conferences are scheduled for [CONFERENCE DATE AND TIME].

We are using the [SCHOOL NAME] Conference Manager, which provides you with online access to our teachers’ conference schedules and allows you to book the most convenient time from the time slots available.

The first time you use the Conference Manager you will be required to register and create a parent account, which only takes a minute or two.  You can access the Conference Manager at:  
[CONFERENCE MANAGER URL including https://]

On the login page click the REGISTER NOW button to create an account.  Once registered, an email will be sent to the address you specified confirming your account details. Once you have an account, you can immediately log into the Conference Manage and book your appointment.

If you have any questions, please contact us at the school. We look forward to seeing you at our upcoming conferences.