

## What is the Conference Manager?

The **SchoolSoft Conference Manager** allows schools to easily set up, manage and schedule Parent-Teacher conferences online. The **SchoolSoft Conference Manager** can be used as a stand-alone application or accessed through the PowerSchool Parent Portal. It eliminates the frustration faced by parents wanting to book a Parent-Teacher conference by making it possible to view, book and coordinate their conferences anywhere and anytime. While parents have convenience, school staff are empowered to easily create, manage and stay on top of the process of scheduling conferences.

## Who is using the Conference Manager?

The **Conference Manager** is currently used by hundreds of schools of all levels and configurations in Canada, the U.S., and Europe. Schools using the Conference Manager have seen a significant reduction in the effort and time required to plan, schedule and manage parent-teacher conferences.

## How does it get implemented at your school?

### Initial Set-up

The implementation of the **SchoolSoft Conference Manager** is a simple and straightforward process that does not require a high level of technical expertise. That's our responsibility! The process begins by collecting information about your school so that we can configure your school's implementation of the **Conference Manager**. From when you decide to proceed to the time you ready to go live is typically less than 48 hours.

### Parent Access and Conference Scheduling

Parents log in directly to the Conference Manager or through the PowerSchool Parent Portal, and are booking and coordinating their parent-teacher conferences in seconds. Automated emails ensure parents know when they can begin scheduling and the school has the option of enabling parents to include questions or comments in the booking, allowing teachers to be better prepared for the conference. After booking, parents receive a confirmation conference itinerary by email. We know that some parents in your school community may not have Internet access. The **SchoolSoft Conference Manager** allows school personnel to quickly book and manage conferences for parents who phone in.

### Staff Access and System Management

Each teacher can securely access the system and view their schedules. The **Conference Manager** also enables a teacher to manually schedule a parent, include additional staff attendees, such as an education assistant, translator, resource teacher or guidance counselor. We've ensured schools have the option of enabling teachers to schedule their own break or for the system administrator to create a common break time for all staff. The Conference Manager also provides visibility into the progress of scheduling as well as collect parent satisfaction survey data.

## Experience the Conference Manager Now!

We want to eliminate the risk you feel with using a new technology. Our guarantee is simple; try the SchoolSoft Conference Manager for your next round of parent teacher conferences. You do not pay anything. If after the round of conferences you are thrilled - we send you an invoice! In the unlikely event you find the Conference Manager does not meet your needs - you don't pay anything!

- ☑ Designed by school-based educators – so it works the ways schools do
- ☑ Easy to set-up and intuitive to use
- ☑ Reliable, secure, efficient, proven
- ☑ Integrates with PowerSchool
- ☑ Enables traditional, Student-led and conferences by teaching teams
- ☑ Email confirmations, reminders and conference itineraries
- ☑ Parent Satisfaction Exit Survey
- ☑ Improved conference preparedness using parent comments & questions function
- ☑ Ability to provide reserved time blocks that are bookable by school to accommodate urgent needs
- ☑ Schedule full alert
- ☑ Schedule common breaks
- ☑ 4 color themes



## Support

We offer exceptional support. We are there in person to answer your calls or emails when you require support.

## Contact Us

Please contact us for more information or to arrange a free trial at [info@schoolsoft.com](mailto:info@schoolsoft.com)