

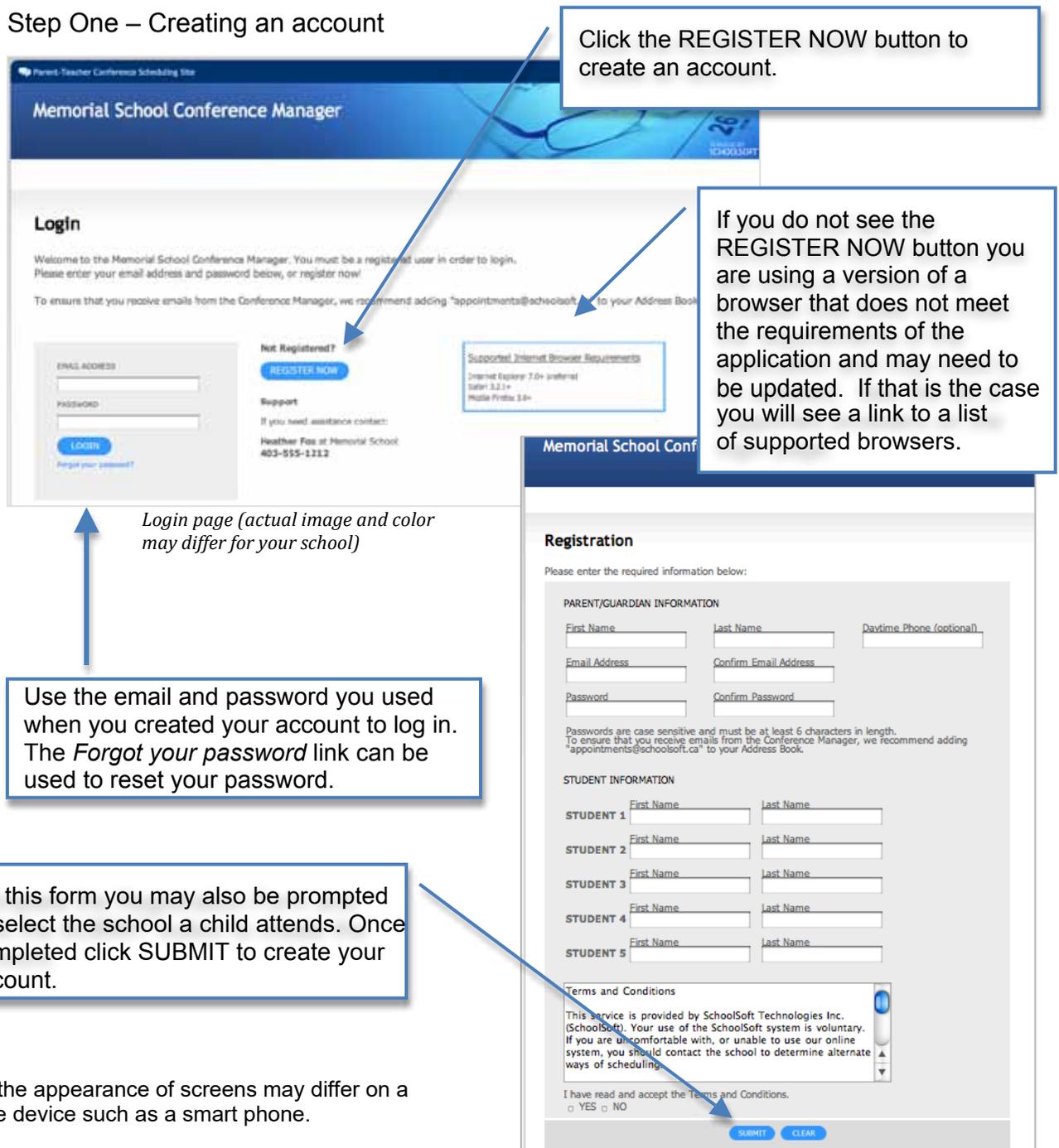
Instructions for Parents Scheduling Parent-Teacher Conferences*

Welcome to your school's Conference Manager. The Conference Manager allows you to schedule parent-teacher conferences on-line.

The school will provide you with a link that will launch the Conference Manager. The school or district may have added a link to the Conference Manager to their web site.

To book conference times, you must create an account and then log in to the system.

Step One – Creating an account



Click the REGISTER NOW button to create an account.

If you do not see the REGISTER NOW button you are using a version of a browser that does not meet the requirements of the application and may need to be updated. If that is the case you will see a link to a list of supported browsers.

Use the email and password you used when you created your account to log in. The *Forgot your password* link can be used to reset your password.

On this form you may also be prompted to select the school a child attends. Once completed click SUBMIT to create your account.

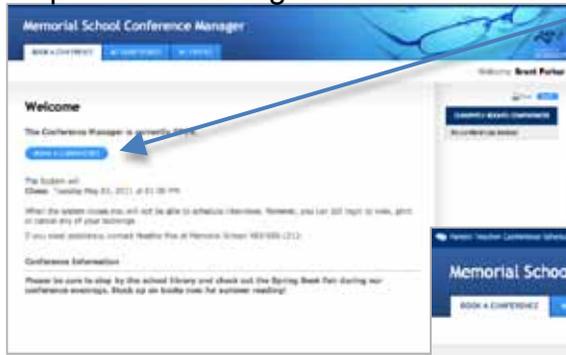
Registration Form Fields:

- PARENT/GUARDIAN INFORMATION:
 - First Name, Last Name, Daytime Phone (optional)
 - Email Address, Confirm Email Address
 - Password, Confirm Password
- 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
- Terms and Conditions:
 - I have read and accept the Terms and Conditions. YES NO

Buttons: REGISTER NOW, LOGIN, SUBMIT, CLEAR

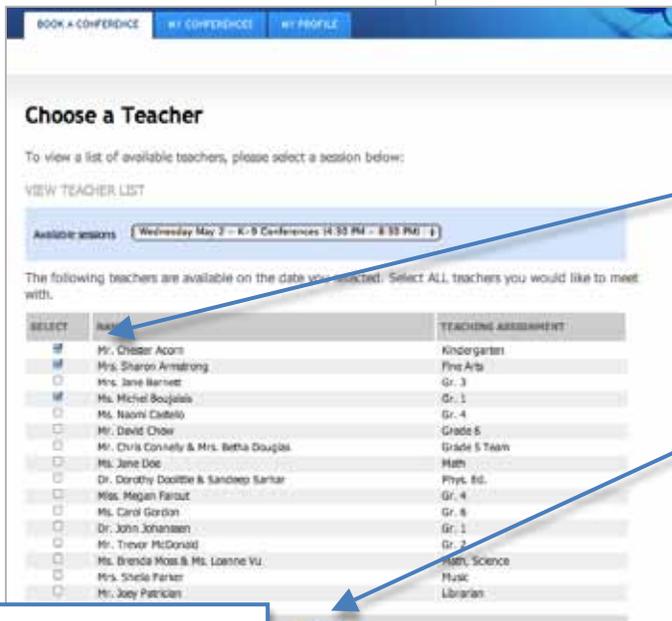
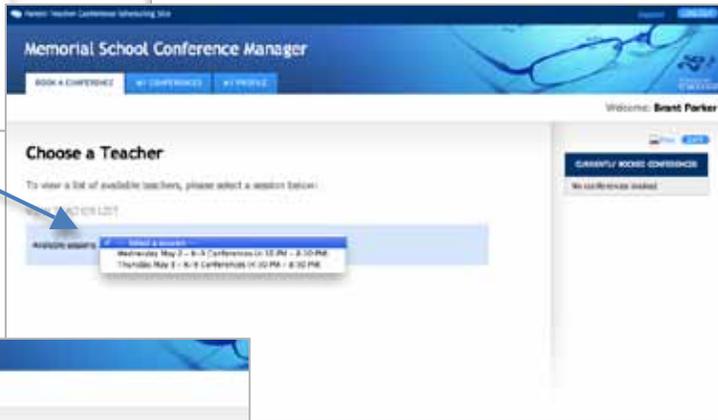
* Note the appearance of screens may differ on a mobile device such as a smart phone.

Step Two – Booking Conference Times



Once logged in you will see the **BOOK CONFERENCE** button if the system is active. If booking is not yet active, the date and time booking begins will be displayed.

Select the conference session/date that matches your booking preferences



Place a checkmark beside each teacher you wish to see. If you have more than one child, check teachers for all children.

Click the **NEXT** button to view the schedules that match your teacher selections.

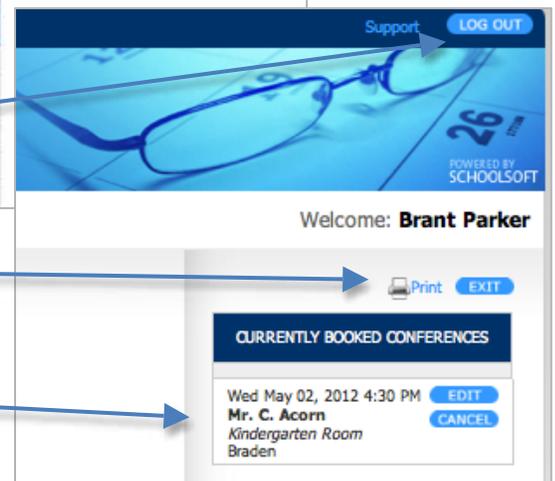
Click an available time to complete a booking. Repeat for all teachers. Unless instructed otherwise, only book one conference per teacher.



Click here to log out. You may be asked to complete a satisfaction survey.

When finished with the booking process you may print your schedule.

Booked appointments appear in the panel on the right side of the screen. You will also receive a confirmation email.



* Note the appearance of screens may differ on a mobile device such as a smart phone.