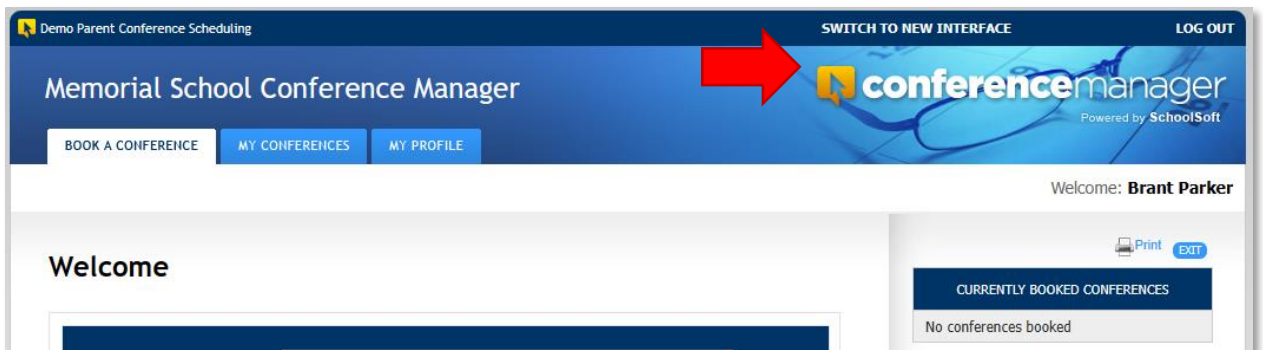


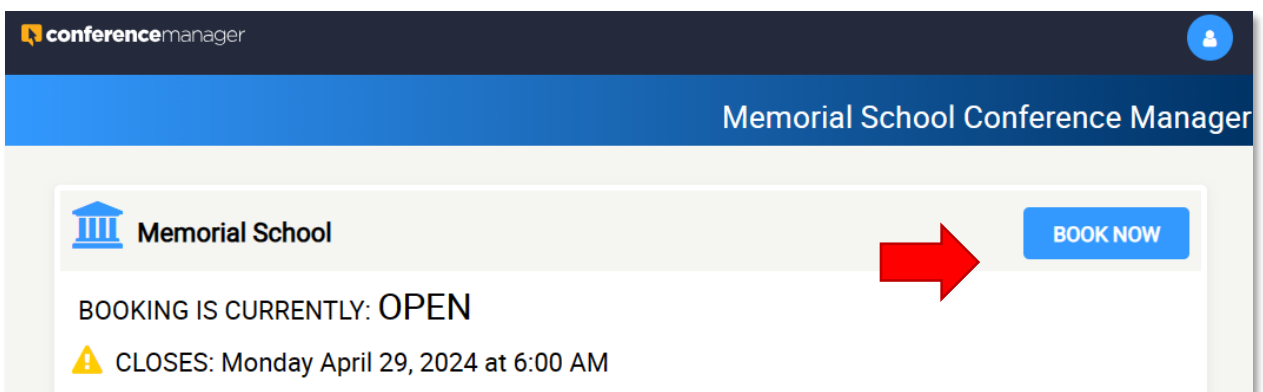
# How To Switch to Use the New Interface on a Computer

In most cases, the proven “Classic” interface is very efficient for booking appointments. However, in some instances the new (mobile) interface makes it easier to book conferences when a school has numerous conference sessions or schedules. This How-to guide is intended to help a parent switch to and use the new interface. By default, the new interface will display on the screen of a phone. However, to use it on a tablet or computer, you will need to manually switch to the new interface. The steps below show how to do this and use the new interface to make a conference booking.

1. Log in and access the Conference Manager as you have previously or as instructed by your school. Because schools have parents access the Conference Manager in different ways, this guide assumes that the parent knows how to access the Conference Manager on their computer.
2. Once in the Conference Manager, click the SWITCH TO NEW INTERFACE LINK. If you are on a smartphone, the new interface should display by default, so you can skip this step.




3. Click the BOOK NOW button to begin the booking process.



4. Select the teacher(s) with whom you wish to make an appointment and click the CONTINUE button at the bottom of the list.

### SELECT TEACHERS

STAFF NAME	TEACHING ASSIGNMENT
<input checked="" type="checkbox"/> Mr. Chester Acorn	Kindergarten
<input checked="" type="checkbox"/> Mrs. Sharon Armstrong & Mrs. Lucy McNicol	Fine Arts Team
<input checked="" type="checkbox"/> Mrs. Rhianna Barb	Gr. 4

 **CONTINUE**

5. Select the date you want your conferences.


### CHOOSE A DATE

Please select a date... 

- Please select a date...
- Monday April 29, 2024
- Tuesday April 30, 2024

6. The teacher(s) selected and the number of remaining time slots available will be displayed. Click the teacher's name(s) to expand the box and display the available time slots in their schedule.

Monday April 29, 2024

STAFF NAME	LOCATION
<b>Mr. Chester Acorn</b> KINDERGARTEN 34 SLOTS 	TINY ROOM
<b>Mrs. Sharon Armstrong &amp; Mrs. Lucy McNicol</b> FINE ARTS TEAM 34 SLOTS	MUSIC ROOM
<b>Mrs. Rhianna Barb</b> GR. 4 34 SLOTS	ROOM 183

**DONE**

7. From the remaining time slots, click the one desired to book an appointment.

**Mr. Chester Acorn**  
KINDERGARTEN  
34 SLOTS

TINY ROOM

Mon Apr 29 2024 8:30 AM to 2:30 PM - Parent Choice of Conference Format - All Grades

**AVAILABLE TIMES**  
Note: Conferences are available in 15 minute blocks

8:30 - 8:45 AM	8:45 - 9:00 AM	9:00 - 9:15 AM	9:15 - 9:30 AM	9:30 - 9:45 AM	9:45 - 10:00 AM
10:00 - 10:15 AM	10:15 - 10:30 AM	10:30 - 10:45 AM	10:45 - 11:00 AM	11:00 - 11:15 AM	11:15 - 11:30 AM
11:30 - 11:45 AM	11:45 - 12:00 PM	12:30 - 12:45 PM	12:45 - 1:00 PM	1:00 - 1:15 PM	1:15 - 1:30 PM
1:30 - 1:45 PM	1:45 - 2:00 PM	2:00 - 2:15 PM	2:15 - 2:30 PM		

Mon Apr 29 2024 4:30 PM to 7:30 PM - Evening Face to Face Conferences

**AVAILABLE TIMES**  
Note: Conferences are available in 15 minute blocks

4:30 - 4:45 PM	4:45 - 5:00 PM	5:00 - 5:15 PM	5:15 - 5:30 PM	5:30 - 5:45 PM	5:45 - 6:00 PM
6:00 - 6:15 PM	6:15 - 6:30 PM	6:30 - 6:45 PM	6:45 - 7:00 PM	7:00 - 7:15 PM	7:15 - 7:30 PM

8. Complete the booking form that is displayed and click the SAVE button to complete the booking. The booking for content may look slightly different from what is displayed below. If you change your mind and wish to select another time, click the CANCEL APPT button.

**Mr. Chester Acorn**  
KINDERGARTEN  
34 SLOTS

TINY ROOM

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11:30 - 11:45 AM	11:45 - 12:00 PM	12:30 - 12:45 PM	12:45 - 1:00 PM	1:00 - 1:15 PM	1:15 - 1:30 PM
1:30 - 1:45 PM	1:45 - 2:00 PM	2:00 - 2:15 PM	2:15 - 2:30 PM		

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6:00 - 6:15 PM	6:15 - 6:30 PM	6:30 - 6:45 PM	6:45 - 7:00 PM	7:00 - 7:15 PM	7:15 - 7:30 PM

**BOOKING DETAILS**

STUDENT

TYPE

Note - If booking a virtual conference, the meeting link will be sent in your confirmation email

TEACHER(S) C. Acorn

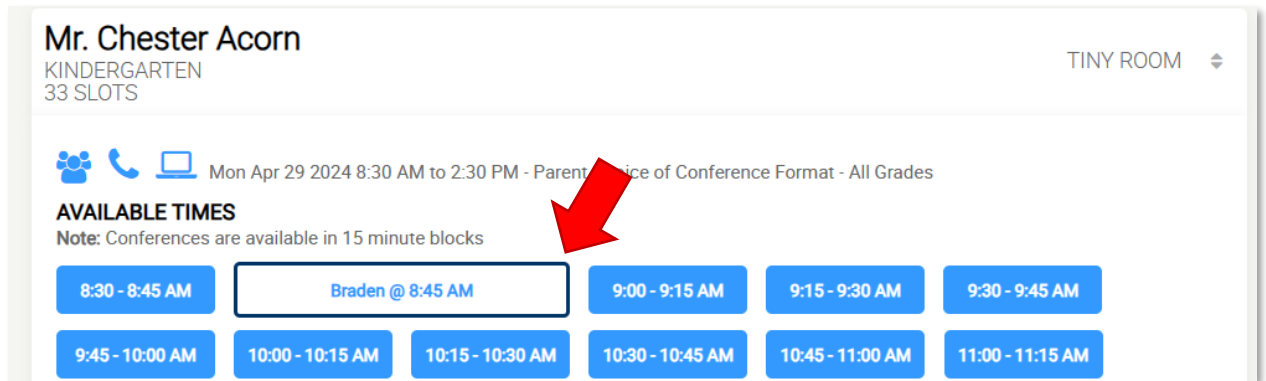
DATE **Monday April 29, 2024**

TIME **8:45 - 9:00 AM**

Please enter a phone number should the school need to contact you about your conference.

PHONE

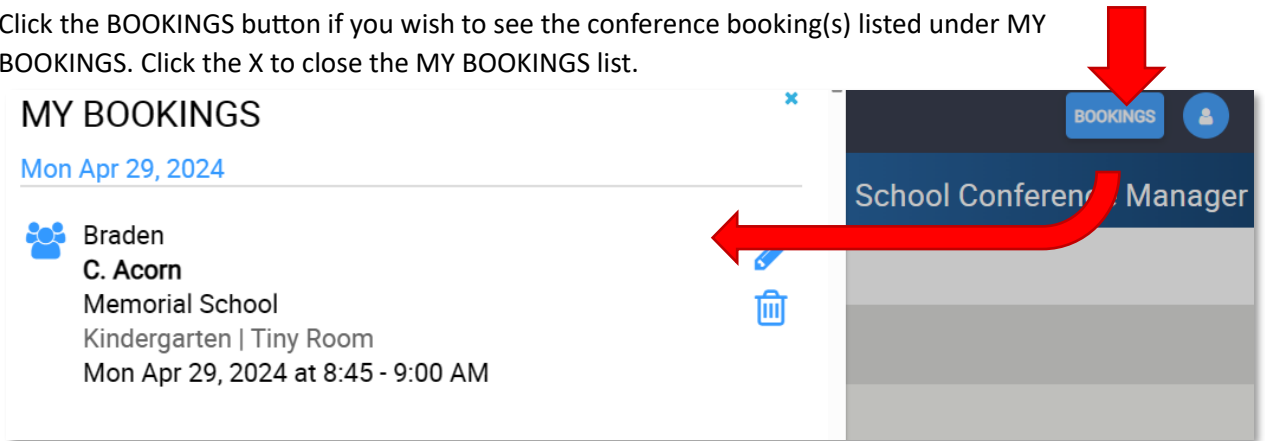
9. Your saved conference appointment should be displayed in the teacher's schedule.



10. CLICK the DONE button only after you have booked all the desired time slots.



11. Click the BOOKINGS button if you wish to see the conference booking(s) listed under MY BOOKINGS. Click the X to close the MY BOOKINGS list.



12. Click the Profile icon to log out or if you want to switch back to the Classic Interface.

