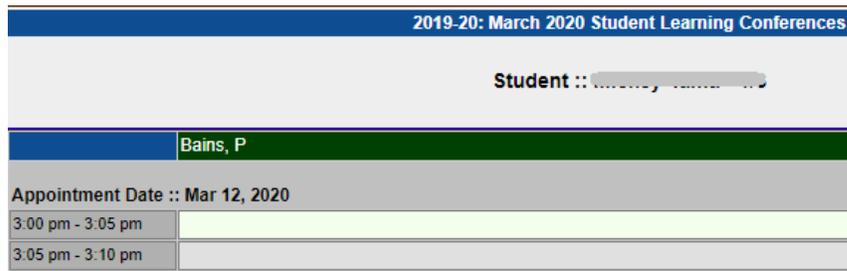


## Instructions for Parent/Teacher Learning Conferences Bookings

1. Go to our school appointments booking website: <https://tam.parentconferences.net/admin/>
2. Register for an account by clicking the “**Click Here to Register**” menu tab and filling in the online form. Your email address will be the user ID to log into the system.
3. Add your children into the system by clicking on “**Add a Student**” button. If you have more than one student, click on “**Insert New**” to add more children.
4. Click the “date” icon  beside each child’s name to schedule bookings **when the booking site is open**.
5. Select the teachers you wish to book appointments with. Hold the “Ctrl” key (for PC) or “Command” key (for Mac) to select multiple teachers to view at the same time.
6. Click the “**View Calendars**” button to make bookings.
7. Click in the available time slot to book your appointment.



2019-20: March 2020 Student Learning Conferences

Student ::

Bains, P

Appointment Date :: Mar 12, 2020

3:00 pm - 3:05 pm	
3:05 pm - 3:10 pm	

Once an appointment time has been selected, it will change to green.

8. Repeat the same procedure if you have another child by clicking on the date icon beside the child’s name.
9. You can print your schedule of conferences by clicking on “**Print Appointments**” button.

Date and Time	Student	Teacher
April 30 @ 03:10pm	Bob Smith	M. Cantaloupe
April 30 @ 03:20pm	Bob Smith	M. Orange