



Parent Instructions for
VIRTUAL PARENT / TEACHER INTERVIEWS
Thursday, March 3rd, 2022

2:30 pm – 7:00 pm



Meeting will be on Microsoft Teams

You will NOT be able to access the program until
10:00 am on Monday, February 28th, 2022

Parents can begin booking appointments from
10:00 am on Monday, February 28th until 11:00 pm on Tuesday, March 1st

Teachers will contact you by email with your Virtual Meeting Link

Go to our school appointments web site: <http://fleetwood.schoolappointments.com>

1. Under "CANADA" click on: Fleetwood Park Secondary, Surrey BC
2. Register for an account by clicking the "**CLICK HERE TO REGISTER**" menu tab (under the **LOGIN**) and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view the same time.

