**Parent Instructions for**

# VIRTUAL PARENT / TEACHER INTERVIEWS

**Thursday, May 13th, 2021**

**2:15pm – 3:45pm**

**Meeting will be on Microsoft Teams**

**You will NOT be able to access the program until**

 **10:00 am on Monday, May 10th, 2021**

 **Parents can begin booking appointments from** **10:00 am on Monday, May 10thuntil 10:00 am on Wednesday, May 12th**

**Teachers will contact you by email with your Virtual Meeting Link**



 Go to our school appointments web site: [http://fleetwood.schoolappointments.com](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.

1. 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.