



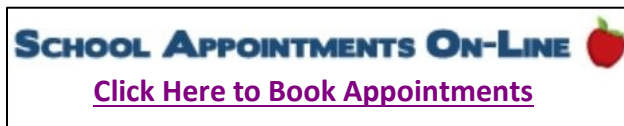
Booking Appointments On-line Parent Teacher Conferences Thursday, October 21, 2021

Appointments for the Parent Teacher Conferences are booked through the **School Appointment Online system**.

****Please note that appointments are not made through the MyEd BC Parent Portal****

Families will need to register their children and create a user profile. This step will only need to be completed once per school year. Once you have a user name and password, you will be able to login to the system to book appointments for Parent/Teacher Conferences for this school year. Parent instructions are also available on the **Help Tab** of the appointment website. **Families will be able to book appointments starting Thursday, October 14th, at 8:30 AM up until Tuesday, October 19th, at 11:50 PM.**

Instructions:




1. Book your appointment through:

2. To register and create a user profile, click on the "register" button at the top of the page. Complete all fields and create a user name and password.



3. Once you have completed the registration page, you will need to add your child/children. Once again, you will only need to do this step once for each child.
4. If you have more than one child, click on the "insert new" button to continue adding children.
5. Once your children have been added, you may create appointments when the system opens on October 14th by clicking on the "manage students" button located at the bottom of the home page. The parent teacher interview time will be listed to the right of your child's name.



6. To book an appointment, scroll through the list of teaching staff and click on each name. You can do this individually or you may hold the "ctrl" key to click on the teachers your son or daughter has for this semester.
7. Click the "view calendars" button and select a time.  You are able to book up to 6 appointments per child. Click the "Book Appointments" button after selecting your child's appointment times. Repeat same instructions if you have a second child.
8. If you find that the teacher you would like to speak with is fully booked, you can email the teacher to see if a time can be arranged at a later date.
9. When done, simply click on the "logout" button to end your session. The system automatically saves.

10. Please note that this session (Fall 2021) of Parent Teacher Conferences are either virtual, or by phone. You will receive a reminder email with a link to the virtual meeting, or your child's teacher will call you at the designated appointment time.

11. If you are having difficulty with any aspect of the system, try "help" and click on "instruction guide for parents" button. If you are still having difficulty, please call the school at 604-543-8749.