

Parent Teacher Interview Online Booking Instructions

← STEP ONE

The screenshot shows the login page of the 'SCHOOL APPOINTMENTS ON-LINE' system. At the top, there are navigation buttons for 'LOGIN', 'HELP', 'FORGOT PASSWORD', and 'REGISTER'. The main content area includes a 'Login' form with fields for 'User ID:' and 'Password:', a 'Remember Login:' checkbox, and a 'Login' button. Below the form is a 'Click Here to Register' link. To the left of the form, there is a message: 'Welcome to the Guildford Park on-line parent teacher interview booking system. You will be able to create an account, enter your children and then schedule interview times for you to meet with their teachers. Appointments scheduling will start on Saturday March 8 at 9 am; however you can log in now to set up your account and register your children in preparation. You will be able to view teacher calendars and schedule appointments once you have entered your children into the system in preparation. Click 'register''. Below this message, there are instructions: 'USER NAME: firstname.lastname' and 'PASSWORD: firstname.lastname'. At the bottom of the page, a message states: 'On-line appointment booking is not permitted at this time.'

Go to:

<https://gpsabres.schoolappointments.com/admin/>

Log in to your previous account.
If you don't have an account already
Click "click here to register"

← STEP TWO

The screenshot shows the 'Register for an Account' form. The form has a title 'Register for an Account' and a sub-header '** All fields are required **'. The fields include: 'Your First Name:', 'Your Last Name:', 'Home Phone:', 'Email Address:', 'Your Preferred User ID:', 'Enter Your Password:', and 'Enter Your Password Again:'. There are also radio buttons for 'Selected Language:' with options for 'English', 'French', and 'Spanish'. A 'Register Now' button is at the bottom. A message above the form says: 'Please enter your name, not your child's name.' and another below the email field says: 'Please enter only one valid email address.'

Fill out all fields to create your account

All fields must be entered

If you do not have an e-mail address, you
will have to create one.

← STEP THREE

The screenshot shows the user dashboard after a successful login. At the top, there are navigation buttons for 'HOME', 'PROFILE', 'INFORMATION', 'HELP', 'CHANGE PASSWORD', and 'LOGOUT'. The main content area includes a message: 'Welcome to the Guildford Park on-line parent teacher interview booking system. You will be able to create an account, enter your children and then schedule interview times for you to meet with their teachers. Appointments scheduling will start on Saturday March 8 at 9 am; however you can log in now to set up your account and register your children in preparation. You will be able to view teacher calendars and schedule appointments once you have entered your children into the system in preparation. Click 'register''. Below this message, there are instructions: 'USER NAME: firstname.lastname' and 'PASSWORD: firstname.lastname'. A message states: 'On-line appointment booking is not available at this time. There are no students registered to this account. Please add your students in order to proceed. Once your students have been entered you will be able to book appointments with their teachers during the allowed booking period.' Below this message are two buttons: 'Add a Student' and 'Manage Students'. At the bottom, there is a 'Get ACTUP READER' logo.

Once you have logged in successfully,
click "Add a Student"

← STEP FOUR

http://gpsabres.schoolappointments.com/admin/?action=students&naction=add

SCHOOL APPOINTMENTS ON-LINE

CURRENT USER: LAURIE JEAN

Guildford Park School Appointments Web Site

HOME PROFILE INFORMATION HELP CHANGE PASSWORD LOGOUT

Manage Students

Insert New

First Name:
(Please enter student's common name)

Last Name:

Insert

Mar 7, 2014 2:01 pm - 142.22.16.53

Enter in your child's first and last name.

You can only search one student at time

Please use the students usual name if required

← STEP FIVE

http://gpsabres.schoolappointments.com/admin/?action=students&naction=display&uid=269587&form_message=Record+Has

SCHOOL APPOINTMENTS ON-LINE

CURRENT USER: ANDRE JEAN

Guildford Park School Appointments Web Site

HOME PROFILE INFORMATION HELP CHANGE PASSWORD LOGOUT

Manage Students

Record Has Been Inserted
--- Displaying 1 Entries ---

First Name	Last Name	
John	Doe	  

Insert New

To edit an entry, click  beside the name. To delete an entry, click  beside the name.
Click  to book appointments. You will select which calendars on the next screen.

Once you have successfully added your child's name you can either:

Click "Insert New" to add another child

OR

Click the small blue calendar icon to start booking your appointment for that child.

← STEP SIX

http://gpsabres.schoolappointments.com/admin/?action=appointments&naction=book&schedule=2603&student=302309

Parent Teacher March 13, 2014 - Appointment Scheduling

Student :: | John Doe

Use the 'Ctrl' or 'Command' key to select ALL the Teachers that you wish to view at one time.
You may book a maximum of 6 appointments

Calendars: (Use the 'Ctrl' or 'Command' key to select more than one.)

Parent Teacher March 13, 2014

- Cindy Adams - Counselling
- Mandee Bal - ELL, Socials 10
- Pat Barrett - HOPE
- Aleece Barfield - BASES
- Periminder Bath - Career Facilitator
- Wendy Beer - HOPE
- Alexis Biggar - Phys. Ed
- Katherine Blakeley - English
- Sylvia Blessin - Library Science
- Matthew Brandt - English/Social Studies
- Trudy Burnill - BASES
- Nicole Calla - English/Growing Together Art
- Fionnuala Carlson - Art
- Mark Carmichael - Tech. Ed.

View Calendars

A list of teachers will appear. Click the teachers names you would like to meet. To select more than one teacher at a time, hold the "Ctrl" button on your keyboard.

Once all teachers are selected, click "View Calendars" to book your appointments.

****Sections of the teacher's calendars that are black are not available for booking as the teacher has another commitment at that time.**

****Sections of the calendars that are colored burgundy are time slots that you as a parent are already booked for other appointments. You will only see burgundy**

Fall 2017 Parent Teacher Conferences

Student :: John Doe

Appointment Date :: Oct 26, 2017

Time	Wendy Nielsen Math (C107)	Dan Olsen LST (C103)	Jennifer Puharich Social Studies (C 209)	Kamal Riadh SE/SM/ Science (B204)
3:30 PM - 3:36 PM				
3:36 PM - 3:46 PM				
3:46 PM - 3:54 PM				
3:54 PM - 4:02 PM				
4:02 PM - 4:10 PM				
4:10 PM - 4:18 PM				
4:18 PM - 4:26 PM				
4:26 PM - 4:34 PM				
4:34 PM - 4:42 PM				
4:42 PM - 4:50 PM				
4:50 PM - 4:58 PM				
4:58 PM - 5:06 PM				
5:06 PM - 5:14 PM				
5:14 PM - 5:22 PM				
5:22 PM - 5:30 PM				
5:30 PM - 5:38 PM				
5:38 PM - 5:46 PM				
5:46 PM - 5:54 PM				
5:54 PM - 6:02 PM				
6:02 PM - 6:10 PM				
6:10 PM - 6:18 PM				
6:18 PM - 6:26 PM				
6:26 PM - 6:34 PM				

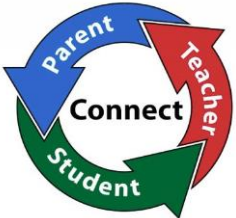
Manage Students
View Appointments

← **STEP SEVEN**

When you are finished you can view your appointments from the "PROFILE" tab by selecting "View Appointments". You can also print your appointments from the view appointments screen.



We look forward to seeing you on Wednesday, March 7th !



ANY QUESTIONS



If you have any questions or if you do not have access to the internet, Please call us at 604-588-7601.

**Thank you!
-Guildford Park Staff**