



## Online Parent Teacher Conference Bookings

### Parent Teacher Conferences – Parent Instructions

1. Go to our school Parent Teacher Conference booking web site:  
<https://envercreek.schoolappointments.com>
2. Register for an account by clicking the “**REGISTER**” menu tab and filling in the online form. Choose a user id and password for yourself and click the “**Register Now**” button.
3. Add you children into the system by clicking the “**Add a Student**” button. Complete all fields and click “**Insert**”. If you have more than one student at Enver Creek, click the “**Insert New**” button to add more children.
4. Click the “**date**” icon beside each child’s name to schedule conferences.
5. Click the name of the schedule for the conference.
6. Select the teachers you wish to book appointments with. Use the “**Ctrl**” or “**Command**” key to select multiple staff to view at the same time.
7. Click the “**View Calendars**” button.
8. Click on available time slots to book you appointments and then click the “**Book Appointments**” button at the bottom of the page to save your bookings. A dark red rectangle indicates that you have already booked an appointment in that time slot. A blacked out rectangle indicates that the teacher is unavailable at that time.
9. You can now print your schedule of conferences – click the **Print Appointments** button. When you are finished, please don’t forget to logout!
10. You can log back in at any time to view the schedule, delete an existing conference, and book other conferences.
11. For additional help, please read the **Parent Instruction Guide**, available from the [Help](#) link at the top of the School Appointments page.