

School Appointments - Parent Instructions

1. Go to our school appointments web site for your school.

https://envercreek.schoolappointments.com/

- 2. Register for an account by clicking the "**REGISTER**" menu tab 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 the "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 at the same time.



5. Click on available time slots to book your appointments to make your bookings.



If you used this program in the fall, please login using the same account.

If you have forgotten your password, please click the "forgotten password recovery" button

