

## Conferences & Instructions for booking:



There will be an **early dismissal on Wednesday, May 1<sup>st</sup> at 1:27 pm** for conferences. For information on how to book an appointment, please see instructions below. Please contact your child's teacher if you are unable to meet during an available time slot on May 1<sup>st</sup>.

### **School Appointments - Parent Instructions (the online system will be available for booking appointments until 12:00 p.m. May 1st)**

1. Go to our school appointments website: <http://rayshepherd.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 "**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 and then click the "**Book Appointments**" button to save your bookings.

