

Conference Scheduling Directions

Follow these instructions to access the Parent Teacher Conference Scheduler.

New Users – Go to <https://pickatime.com/Farwell>

1. Enter your email address and click on “Login/Create Account”
2. Complete the required fields to register

NEW VISITOR: Simply click "Login/Create Account" and answer the questions there.

ALREADY REGISTERED: Enter both your email and password and click "Login/Create Account".

Email Address

Password

Existing Users – If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the “Forgot Password” button and a new password will be emailed to you.

Scheduling

1. You will see a table listing our teachers. Select the box next to the teacher’s name with whom you would like to schedule a conference. You will then see the schedule of available times. As shown below, if you have multiple students you may select more than one teacher to view for your scheduling convenience.

*To schedule with more than one teacher: After you schedule your first conference, simply repeat the process (see #5 below).

[Click here to change events](#)

2017 Oct. Conferences 10/18/17, 10/19/17, 10/20/17 Midway Elementary ↕




Check the box next to the teacher name(s) to see their schedule.

Legend

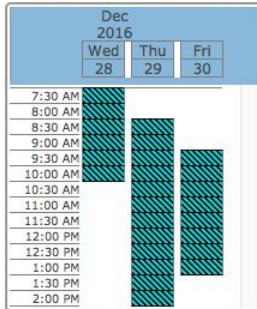
Appt scheduled for you
 Appt Unavailable [Select All](#) [Unselect All](#)

<input type="checkbox"/> Deborah Wrspir	<input type="checkbox"/> Kirk Willis	<input type="checkbox"/> Denise Whorton	<input type="checkbox"/> Alyssa VanderMeer
<input type="checkbox"/> Jenifer Tobiason	<input type="checkbox"/> Meghan Slick	<input type="checkbox"/> Debra Robeson	<input type="checkbox"/> Christian Oster
<input type="checkbox"/> Chad Meseberg	<input type="checkbox"/> Janice McQuilkin	<input type="checkbox"/> Lydia Linqvist	<input type="checkbox"/> Kristen Labrie
<input type="checkbox"/> Travis Ives	<input type="checkbox"/> Kristi Holbrook	<input type="checkbox"/> Jeffrey Holbrook	<input type="checkbox"/> Heather Hernandez
<input type="checkbox"/> Melanie Delcid	<input type="checkbox"/> Erin Corry	<input type="checkbox"/> Margaret Cong	<input type="checkbox"/> Hoa Cong
<input type="checkbox"/> Debbie Comstock	<input type="checkbox"/> Mindi Bos	<input type="checkbox"/> Sharon Badeaux	<input type="checkbox"/> Kristi Amend

2. Each colored rectangle represents an available meeting time. The legend shows you which teacher corresponds to which color. **Click on a rectangle to schedule that time.**

 Labrie, Kristen	 McQuilkin, Janice	 Meseberg, Chad	 Oster, Ryan
 Reisbig, Sherry	 Robeson, Debra	 Tobiason, Jenifer	 Westermann, Josh
 Whorton, Denise	 Willis, Kirk	 Wraspir, Debbie	

Click on the colored box in the table to book your preferred time slot.



3. You will be prompted to enter in the names of your student (and you will optionally have the choice of setting a time when you would like an email reminder to be delivered).

4. Click on **“Create Appointment”**.

You are scheduling an appointment with **Jeffrey Holbrook** at **08:00 AM** on **October 18, 2017** for the **2017 Oct. Conferences** event.

Student Name	<input type="text" value="Parker"/>
<input type="button" value="Create Appointment"/> <input type="button" value="Return"/>	

Appointment confirmed for October 18, 2017.

Appointment for **Josh Westermann**

Date: **October 18, 2017**

Time: **08:00 AM**

Duration: **25**

Event: **2017 Oct. Conferences**

Teacher: **Jeffrey Holbrook**

 **Print**

Email Schedule

Return

*5. To schedule a conference for another student, click on “**Return**” to begin the above process again. Repeat until you have a time with each teacher with whom you would like to schedule conferences.

- You may click on the “**Printable Schedule**” link located on the top right corner to print a resulting web page of your schedule. You also have the option to email the schedule to yourself.
- To make changes to your schedule, click on the “Your Schedule” link (in blue, at the top), **OR** you can log in at any other time with your email and password.

IMPORTANT – If you have two students with the SAME teacher:

- a) Register/sign in with one parent’s name and email to register
- b) Schedule the first student’s conference time, **then log out of the scheduler**
- c) Register/sign in with a second parent’s (or other email address)
- d) Schedule the second student’s conference time and log out of the scheduler

If you have **more than two** students with the SAME teacher, please contact the teacher directly to schedule your appointments.

When your conference scheduling is complete, click on “**Return**”, then click on “**Log Out**” at the top of the page.

Please call Lisa Gfeller at 465-6500 if you have any questions.

Thank you!