

## Directions for Parents

Follow the directions below to schedule your student for conferences.

### Register

1. Enter your email address and push "Login/Create Account".
2. If you already have an account from a previous conference, please continue to scheduling your students.
3. Fill in the required fields and register.
4. If you haven't used PickATime to schedule your students, you will need to add each one. For each child, enter a student ID and birthdate (*Enter the birthdate in the following format mm/dd/yy*). **If you don't know your student's ID number, you can enter their first and last name (First Name+Last Name, e.g., BenjaminFranklin).**

### Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with.) **Click on a square to book that time.**
2. You will optionally have the choice of setting a time when you would like a reminder email delivered.
3. Click "**Create Appointment**".

Repeat this process for each of your students if you have more than one at the school.

- At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.