

PT Interview and Student-Led Conference Booking Instructions

Follow the directions below to get to the Conference Scheduler.

Register to Pick-a-Time – New Users (if you are a returning user then you can skip to sign in)

Enter your email address and push "Login/Create Account".

Fill in the required fields and register.

For each child, enter a student ID and birthdate (*Enter the birthdate in the following format dd/mm/yyyy*).

Sign In (previously registered)

If you've 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

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.**

You will optionally have the choice of setting a time when you would like a reminder email delivered.

Click "**Create Appointment**".

Important: The system will NOT allow back-to-back appointments. You'll see an error message if you accidentally attempt this and the appointment will not be scheduled.

Repeat until you have a time with each teacher you'd like to visit with.

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 and make the appropriate changes.

Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.