



# Student/Parent/Teacher Conferences– Steps to Sign-up

Conference times are limited to 8 minutes to allow teachers to meet with as many families as possible. Conferences will take place in the gym on October 23 and 24, 2019 from 4:45-8pm. As this is a busy time of year for all families, we request families adhere to the scheduled meeting times. Should further discussion be required please contact the teacher directly to schedule a separate meeting or phone call. We look forward to seeing you!

1. Click link to begin process: <https://www.schoolinterviews.ca/code?code=7y4cq>

2. Event Code: **7y4cq**

3. Please provide the information required below:

**Step 1:** Enter your email address, your name and your student's name(s).

- ✔ Your email address is used to send you confirmation of your bookings.
- ✔ Select the number of students you want to make bookings for, and fill in their names.
- ✔ Press the green "Go" button to go on to the next page.

A screenshot of a registration form with a light green background. It contains four input fields: 'Email', 'Parent's full name', 'Book for' (a dropdown menu showing '1'), and 'Student's name'. A red 'X' icon is next to the 'Student's name' field. A green 'Go' button is at the bottom.

4. Select class and choose the subject your child is in and then select the teacher:

**Step 2:** Choose teachers.

- ✔ Select a class from the first box, then select a teacher from the second box.
- ✔ More options (up to 8) will appear as you use existing ones.
- ✔ Press the green "Go" button to go on to the next page.

A screenshot of a teacher selection form with a light green background. It has two columns: 'Class' and 'Teacher'. Under 'Class', there are three dropdown menus, the first labeled 'For Karly'. Under 'Teacher', there are three dropdown menus. A green 'Go' button is at the bottom.

5. Select a time and date that works with your schedule:

**Step 3:** Choose the time(s) you want.

- ✔ Missing checkboxes mean that time has already been booked by someone else.
- ✔ Press the green "Go" button to confirm your bookings.