Using pickAtime[®] to Schedule Parent/Teacher Conferences

At our pickAtime home page, enter your email address.	Sign in
 If you created your account in Fall, enter your password to login. If you did not create an account for Fall P/T conferences earlier this school year, you will get a message telling you to create your account. Click/tap on the link and follow the on-screen instructions. 	Your empligations in not registered. Pieces control bigs up. Empli address* cannette@pchisstudent.org
After creating an account and/or logging in, you will be at the home page of the scheduler. Read the information at the top, and then click/tap on the afternoon or evening session for your appointments.	
Enter your student's name and birthdate, following the instructions on screen. Click/tap <i>Add Student</i> .	Parent-Teacher Conferences - Fall 2023 - Afternoon Session Inter the views for an additional student and push Mar: Second priorit student/First Nome - Lant Nomewith no Second priorit student no Secon
Your student's name will show on the right side. <i>Add another student</i> if necessary or <i>Proceed</i> .	Home Parent-Teacher Conferences - Fall 2023 - Afternoon Session Enter the values for an additional student ond push "Add" Enter your student'slifet Nome - Last Namewith no speces or purcticulative/scenargie: Bergemethrating)* Student's birthday in theform mm-dd-rypy (example 0a- 22-1999)* Student has been added successfully. Add Austiner Student Proceed
After all your students are added, click/tap <i>Next Step</i> .	Budents Jo Budents Jo Ora Nor Jo Not State Jo

At the next screen, select ONLY the teachers you need to make appointments with. You don't necessarily have to meet with all of them. When done, click/tap <i>Filter Slots</i> .	Students Teachers Teacher iaz Alex: Austrums, Brock – Fren 1 Austrums, Brock – Fren 1 Austrums, Brock – Fren 1 Saughan, Nicole – Biol Hnrs Gregory, Chrystal – Alg 1 Hnrs Garegory, Chrystal – Alg 1 Hnrs Gura, Dawn – Eng 1 Hnrs Lubert, Kimber – Counselor Moss, Laura – Intro Tech Olivetti, Moira – End Cath 1 Filter Stots Filter Stots
Select the appointment slot, and then complete the information on the screen. Click/Tap Create Appointment. Note: During the evening session, you cannot make back-to-back appointments. This will allow for travel time in between your conferences.	Notifications Well attways let you know about important changes, but you can choose what else you'd like us to do for you. Appointment Details Pease double check this information before moving forward. Teacher: Baltzer, kyle Class: Codef Band Stud: Daz Alex Appointment #I Mate sure you have filled all the required fields. Peferred Contact Method for afternoon appointments * Video Conference via Microsoft Teams @ Phone Coll from teacher Parent Call Phone * 234-543-4567
Click/tap <i>Return to Booking</i> to schedule your next appointment(s).	Terrer 3 volt spectrament Appointment Details R 1/320278 R 1/32027 R 1/32027 R 1/32027 R 1/32027 R 1/32027 R 1/3202 R 1/320 R 1/32 R 1/320 R 1/32 R 1/320 R 1/32 R 1/320 R 1/32 R 1/3 R 1
You will see your appointments in gray. You can click on it to edit or cancel. When you are done, click/tap <i>Sign Out</i> .	pbt A region Image: Second and
 At any time, you can log in and check or print your schedule. Just click/tap on <i>Printable Schedule</i> on the left side. You will also receive a reminder email on the Monday prior to conferences with your schedule and additional information. 	