
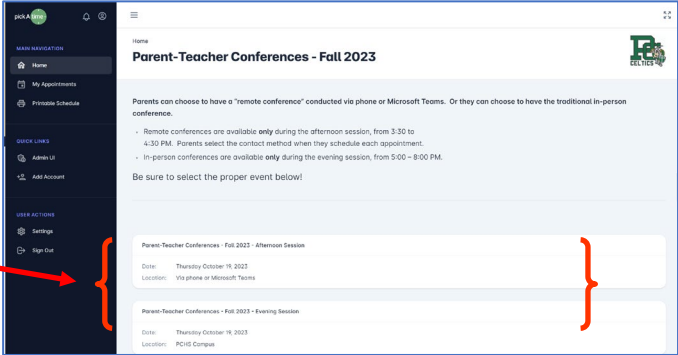
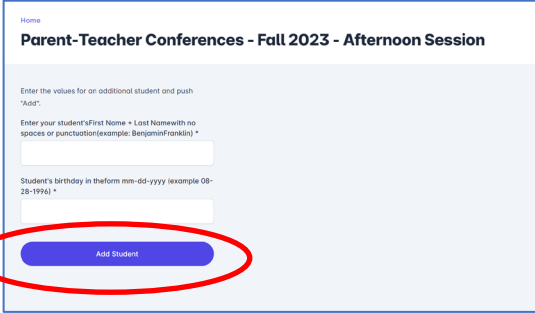
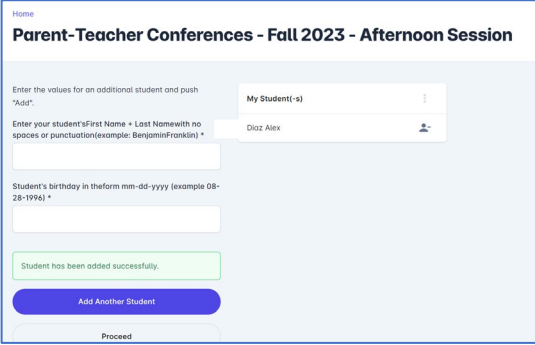
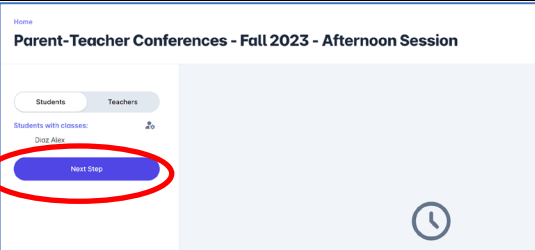
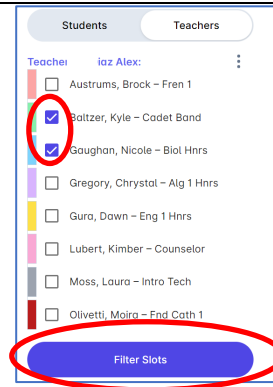


Using pickATime® to Schedule Parent/Teacher Conferences

<p>At our pickATime home page, enter your email address. You will get a message telling you to create your account. Click/tap on the link and follow the on-screen instructions.</p>	
<p>After creating an account and logging in, you will be at the home page of the scheduler.</p> <p>Read the information at the top, and then click/tap on the afternoon or evening session for your appointments.</p>	
<p>Enter your student's name and birthdate, following the instructions on screen.</p> <p>Click/tap Add Student.</p>	
<p>Your student's name will show on the right side. Add another student if necessary or Proceed.</p>	
<p>After all your students are added, click/tap Next Step.</p>	

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.

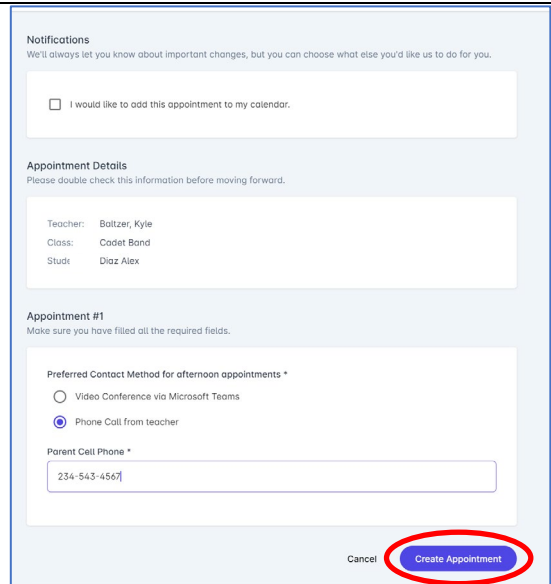
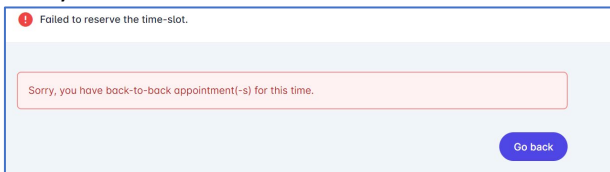
When done, click/tap **Filter Slots**.



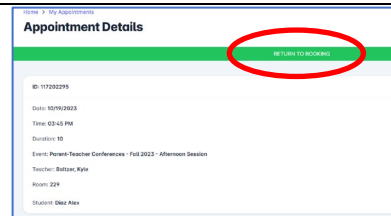
Select the appointment slot, and then complete the information on the screen.

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.

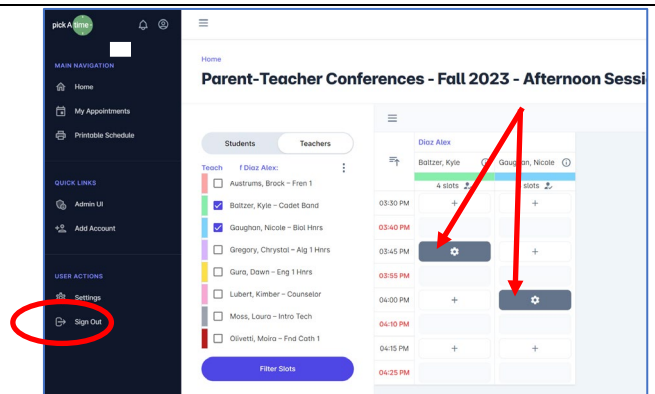


Click/tap **Return to Booking** to schedule your next appointment(s).



You will see your appointments in gray. You can click on it to edit or cancel.

When you are done, click/tap **Sign Out**.



At any time, you can log in and check or print your schedule. Just click/tap on **Printable Schedule** on the left side.

You will also receive a reminder email on the Monday prior to conferences with your schedule and additional information.

