

Using Pick A Time® Online Scheduler

1. Go to www.providencecatholic.org
2. Click on the **Parents** (upper right).
3. Click on **Parent-Teacher Conferences**.
4. Finally, click on the Pick A Time logo to get to the scheduler.

Sign In

If you've previously registered this school year, all you need to do is enter your email and password. The system will know about your appointments and the children you have added to your account. All parents will need to create a new account for Semester 1.

Create a New Account

1. Enter your email address and click **Login/Create Account**
2. Fill in the required fields and click **OK**.
3. For each child, enter the following:
 - a. **First and last name**. Do not use any spaces, dashes, apostrophes, or any other punctuation; be sure to use your child's full name. For example, MargaretOSullivan is the correct format. These are the incorrect format: MaggieOSullivan, Margaret O'Sullivan, and MargaretO'Sullivan.
 - b. **Birth date** in the form of mm-dd-yyyy. There should be 10 characters in all. For example, 08-11-1997 is correct. These are incorrect: August 11 08/11/1997 08-11-97 8-11-1997

Scheduling

1. Each colored square represents an available meeting time. Meeting times are 5 minutes in length, counselor meetings are 15 minutes.
2. The legend shows you which teacher corresponds to which color.
 - You will not see all of the teachers at your school, only your child's teachers.
 - White squares indicate that the teacher is booked for that time slot.
 - Black squares indicate that you have an appointment in that time slot.
 - Scroll down the page to see more available time slots.
3. **Click on a colored square to book at that time.**
You will not be able to make back-to-back appointments; this will allow you the necessary travel time between appointments.
4. You can then choose a date/time for an email reminder.
5. Click **Create Appointment**. When the screen refreshes, note the message in red at top of the windows. It will indicate if you were successful or if there was a problem.
6. Repeat until you have an appointment with each teacher you'd like to meet with.

The screenshot shows the Pick A Time scheduler interface for a user named James Copenhaver on Thursday, March 3, 2011. At the top, there are navigation links: Logout, Edit Profile/Change Password, and Printable schedule. A warning message states: "You will not be allowed to schedule back-to-back appointments; this will provide you with the time to travel between appointments. Click 'Your Schedule' (above) to make changes to your appointments." Below this is a legend for the teachers of James Copenhaver, each with a corresponding color: John Sosnowski (IHM GYM - Span 2) in green, John Hamilton (119 - Intro Cath) in yellow, David Devine (CMP2 - Comp Apps) in red, Heather McCuan (LIB OFC - B Phys Ed) in blue, Dawn Gura (101 - Eng 1 Hrs) in orange, Colleen Dillon (226 - Biol Hrs) in purple, and Marynell Begecke (202 - Alg 2 Hrs) in cyan. To the right of the legend is a grid for the day of Thursday, March 3, 2011, with time slots from 5:05 PM to 6:45 PM. Each time slot contains a small colored square representing the teacher's availability. To the right of the grid is a form titled "Please enter your child's information below. If you have multiple children at PCHS, simply add one at a time." The form includes a text input field for "Enter your student's First Name + Last Name with no spaces or punctuation (example: BarbaraJohnson)", a text input field for "Student's birthday in the form mm-dd-yyyy", and an "Add" button. At the bottom of the page, there is a footer: "pickAtime enables you to take appointments for your event online. ©2011 pickAtime Inc. privacy statement".

- **Printing your Schedule:** At any time you can click on "[Printable schedule](#)" at the top of the window. You will also have the option to have your schedule emailed to you. We will also send an email reminder 2 days before the date of conferences.
- **Viewing your Schedule:** Click on "[Your Schedule](#)" to display your schedule. There will be links to change the time, or cancel the appointment.
- **Changing your Schedule:** If you want to make changes to your schedule, you can log in at any time. Click on "[Your Schedule](#)" to change or delete an appointment.

Appointment confirmed for 11/01/12.

[Your Schedule](#) Eileen [Logout](#) [Edit Profile/Change Password](#) [Printable schedule](#)

11/01/12 at 02:05 PM, Providence Catholic High School - Fr. Nicholas	Cancel	Details	Edit	Change time
11/01/12 at 02:20 PM, Providence Catholic High School - Katie Bonnan	Cancel	Details	Edit	Change time
11/01/12 at 02:35 PM, Providence Catholic High School - Aloysius Wycislo	Cancel	Details	Edit	Change time

Parent/Teacher Conf Fall 2012
November 1, 2012

Click on the colored box below to book your preferred time slot.
You will not be allowed to schedule back-to-back appointments; this will provide you with the time to travel between appointments.

James

Legend

- Appt scheduled for you
- Appt Unavailable

Teachers of James Copenhaver

- Fr. Nicholas, IHM GYM - Physics Hn
- Thomas Barrett, 118 - Chr Moral
- Luke Senffner, 7 - Guid Couns
- Aloysius Wycislo, LIB1 - West Civ
- Lisa Schraub, 111 - Eng 3 Hnrs

Nov 2012

Thu 1

2:00 PM					
2:05 PM					
2:10 PM					
2:15 PM					
2:20 PM					
2:25 PM					
2:30 PM					
2:35 PM					
2:40 PM					
2:45 PM					

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time.

Questions marked with an asterisk (*) must be completed.

Enter your student's
First Name + Last Name
with no spaces or punctuation
(example: BenjaminFranklin)

*

Student's birthday in the
form mm-dd-yyyy (example 09-28-1996)

- **Cancelling Appointments:** As a courtesy to teachers and other parents, please be sure to cancel an appointment if you will not be able to keep it. You may cancel appointments online until access is closed. After that, please call our Main Office at 815.485.2136.
- If you would like to make an appointment with a teacher that your child does not have a class with, you will need to contact that person directly. All contact information can be found on our website. (Click on [About...Personnel Directory](#) from the school's home page.)
- **Forgotten Passwords:** No need to call us! Simply click on the "[Forgot Password](#)" button for help in resetting your password.

[Forgot Password](#)

- Be sure to logout when you are done.