



School Appointments - Parent Instructions

1. Go to our school appointments web site for your school.
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments.
5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. Select how your meetings will be held.
**On Wednesday, March 23, select "In Person".
**On Thursday, March 24, select: "In Person" from 4 PM to 5 PM
**On Thursday, March 24 select either "Virtual" or "Phone" from 5 PM to 7 PM.
7. Then click the "**View Calendars**" button.
8. Click on available time slots to book your appointments to make your bookings.

