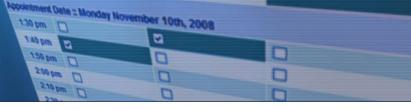
School Appointments.com

Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



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.
- 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.



- 7. Then click the "View Calendars" button.
- 8. Click on available time slots to book your appointments to make your bookings.