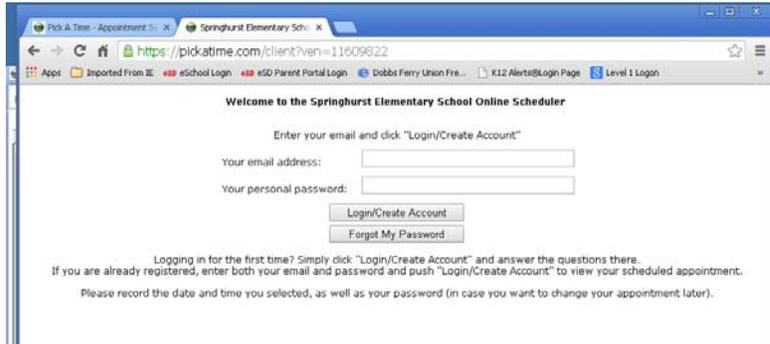


## SPRINGHURST ELEMENTARY SCHOOL PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER

Parents will be able to book upcoming Parent/Teacher Conferences over the Internet for their students. Below are the directions to access this online service.

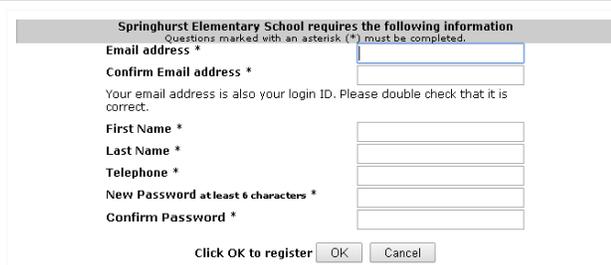
*(Note: Dates listed in these directions may not represent actual conference dates—they are for instructional purposes only.)*

- Log into the following web site: <https://pickatime.com/client?ven=11609822>
- **CREATE AN ACCOUNT**  
Enter your email address and password and Click on the Login/Create Account Button.  
Remember this information to access this account for all parent/teacher conferences this year.



The screenshot shows a web browser window with the URL <https://pickatime.com/client?ven=11609822>. The page title is "Welcome to the Springhurst Elementary School Online Scheduler". It contains a form with two input fields: "Your email address:" and "Your personal password:". Below the fields are three buttons: "Login/Create Account", "Forgot My Password", and "Login/Create Account". A note at the bottom of the form reads: "Logging in for the first time? Simply click 'Login/Create Account' and answer the questions there. If you are already registered, enter both your email and password and push 'Login/Create Account' to view your scheduled appointment. Please record the date and time you selected, as well as your password (in case you want to change your appointment later)."

- **COMPLETE THE FOLLOWING INFORMATION TO REGISTER**

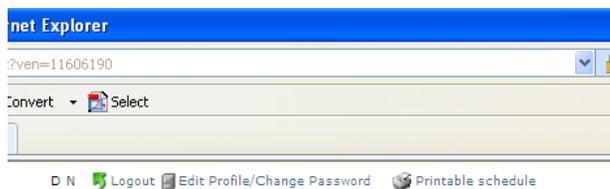


The registration form is titled "Springhurst Elementary School requires the following information". It includes the following fields and instructions:

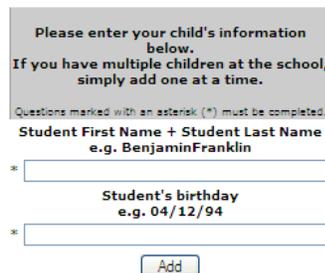
- Email address \*** (with a note: "Questions marked with an asterisk (\*) must be completed.")
- Confirm Email address \***
- Instruction: "Your email address is also your login ID. Please double check that it is correct."
- First Name \***
- Last Name \***
- Telephone \***
- New Password at least 6 characters \***
- Confirm Password \***

At the bottom, there are buttons for "Click OK to register", "OK", and "Cancel".

- **ENTER YOUR CHILD'S INFORMATION**  
**Student Name: John Smith enter as JohnSmith (no spaces)**  
**Student's Birthday: April 12, 1994 enter as 04/12/94**



The screenshot shows a web browser window with the URL [?ven=11606190](https://pickatime.com/client?ven=11606190). The page has a navigation bar with links for "Logout", "Edit Profile/Change Password", and "Printable schedule".



The form is titled "Please enter your child's information below. If you have multiple children at the school, simply add one at a time." It includes the following fields and instructions:

- Instruction: "Questions marked with an asterisk (\*) must be completed."
- Student First Name + Student Last Name**  
e.g. BenjaminFranklin
- Student's birthday**  
e.g. 04/12/94

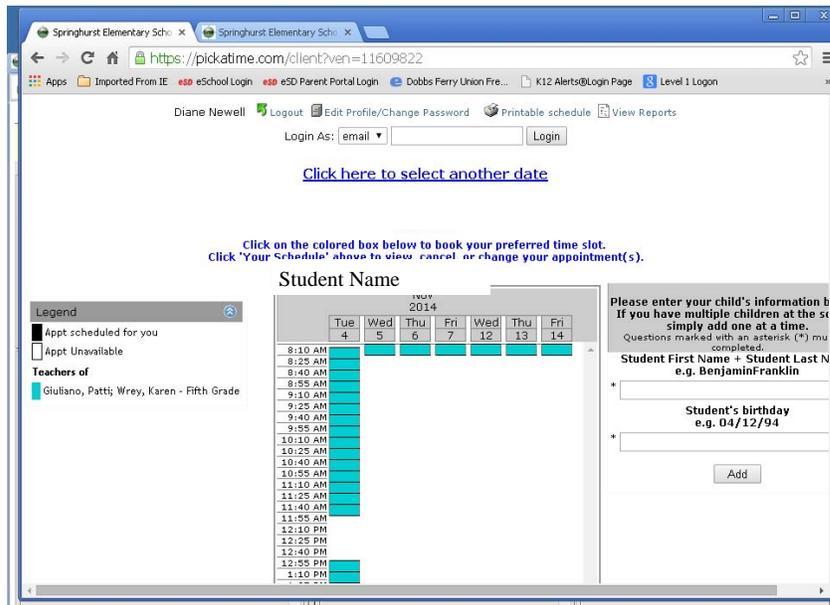
At the bottom, there is an "Add" button.

## SPRINGHURST ELEMENTARY SCHOOL PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER

- **APPOINTMENT GRID:**

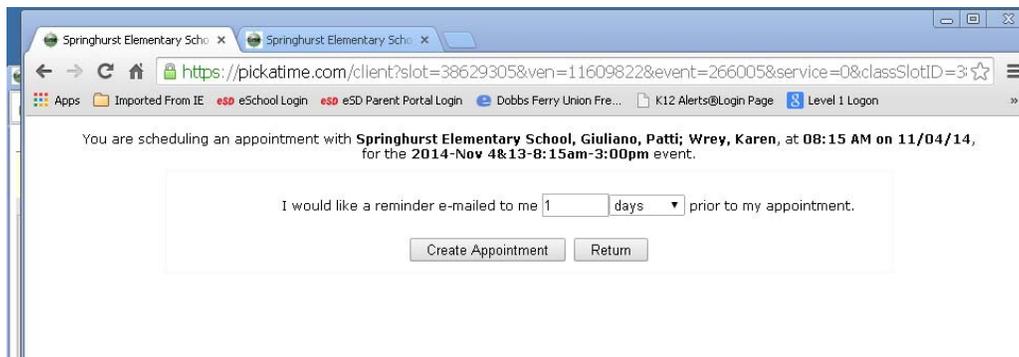
This screen will bring up your child's appointment grid in the center and will show all the dates and times that conferences will be held - colored boxes relate to your child's individual teachers as noted on the left.

- Click on the boxes available to make an appointment.
- If you have more than one student at Springhurst the box on the right allows you to add that child and to see their appointment grid(s).



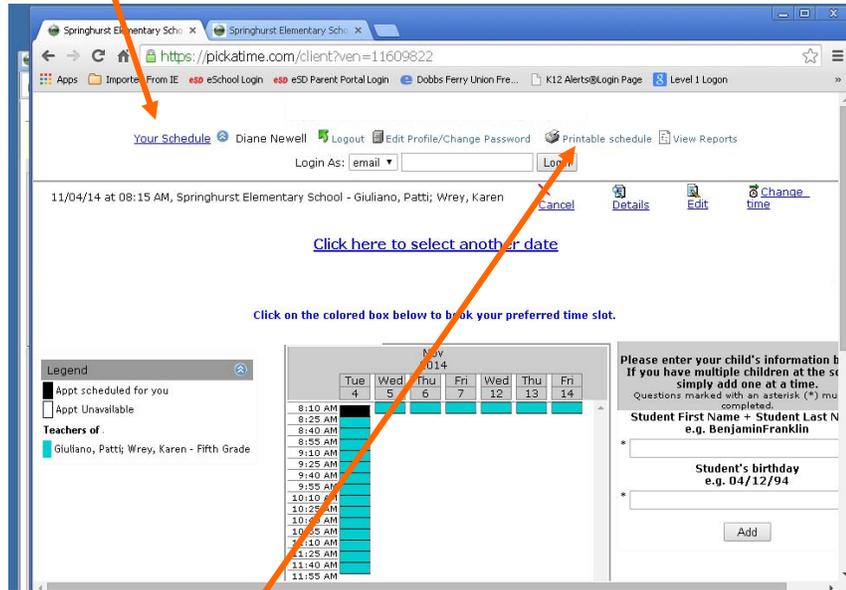
- **SELECT A BOX ON THE GRID WHICH RELATES TO AN APPOINTMENT TIME.**

This will bring up another screen which allows you to setup a reminder email as well as Create the Appointment. You will be returned to the appointment grid - all your appointments will be in black



**SPRINGHURST ELEMENTARY SCHOOL  
PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER**

- **TO VIEW APPOINTMENTS CREATED**  
Click on **YOUR SCHEDULE** which will give you options to Cancel, Edit, Change Time and show all the appointments you created for each child.



- **PRINT SCHEDULE**  
Click on **PRINTABLE SCHEDULE** to view and/or print all the appointments you created.
- **LOGOUT WHEN YOU HAVE COMPLETED MAKING YOUR APPOINTMENTS**  
You can login at any time up to the evening before your appointment to make changes to existing appointments or add new appointments.