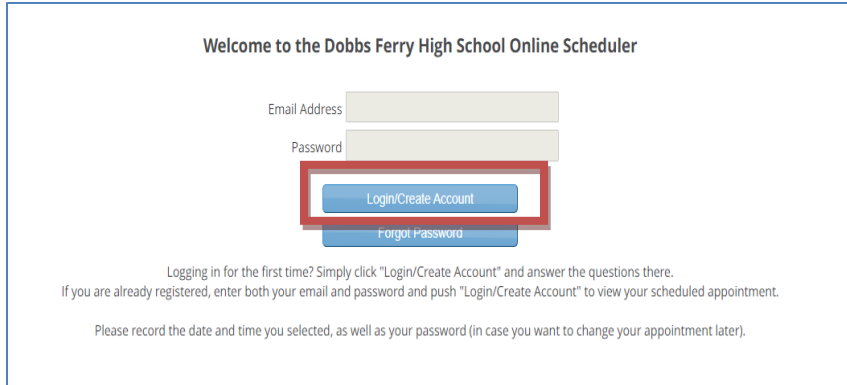


**DOBBS FERRY SPRINGHURST SCHOOL
PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER**

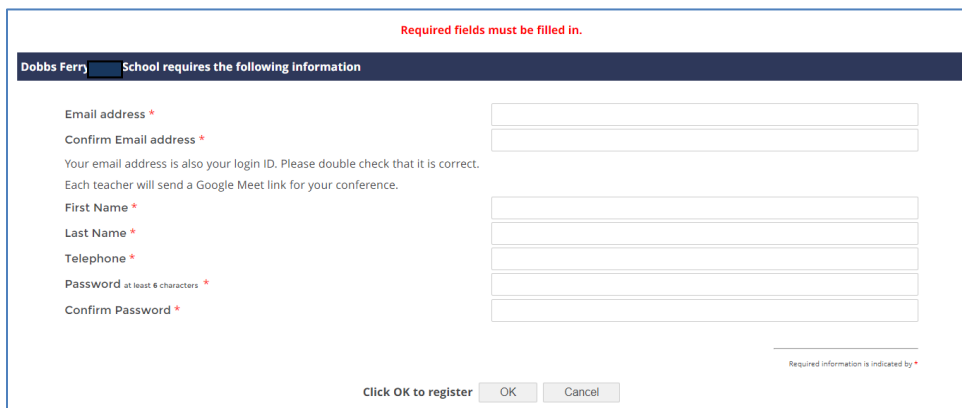
Parents will be able to book upcoming Parent/Teacher Conferences over the Internet for their students. Below are the directions to access this online service.

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

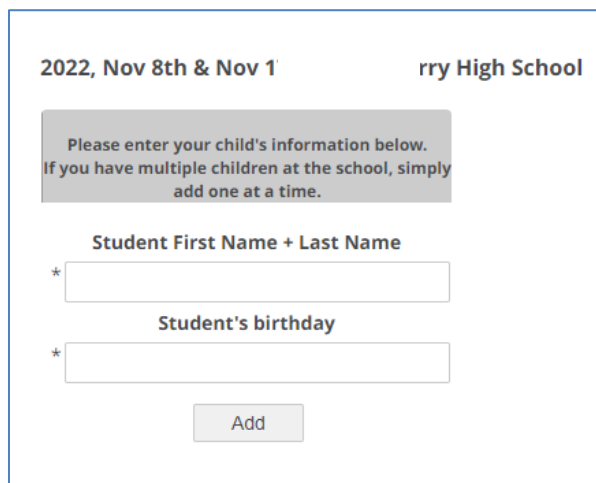
- Log into the following web site: <https://pickatime.com/client?ven=11609822>
- Click **“Login/Create Account”**



- Enter your email address, First Name, Last Name, Telephone Number and password to create your account.
- Remember this information to access this account for all parent/teacher conferences this year.



- Enter your child’s information as follows:
 - Student Name: John Smith enter as JohnSmith (no spaces)
 - Student’s Birthday: April 12, 1994 enter as 04/12/94



**DOBBS FERRY SPRINGHURST SCHOOL
PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER**

- Click on the Date that you would like to schedule your conference.

2022, Nov 8th & Nov 17th Dobbs Ferry

Click here to select a date:
[November 8, 2022](#) [November 17, 2022](#)

- Click on the colored box to book your preferred time slot.
- Each color represents a different teacher. See legend for teacher color assignments
- If you have a second child IN THE SAME BUILDING you can enter the child's information on the right to be able to schedule all at once.

2022, Nov 8th & Nov 17th Dobbs Ferry High School

Click here to select another date:
[November 8, 2022](#) [November 17, 2022](#)

Click on the colored box below to book your preferred time slot.
Each color represents a different teacher. See the legend for teacher color assignments.
Click 'Your Schedule' above to hide your appointment(s).

Legend

Appt scheduled for you
 Appt Unavailable

Teachers of Amber Klebanoff

- Abate, Sandra - English
- Admin, pickAtime - Math

Amber Klebanoff ✕

Please enter your child's information below.
If you have multiple children at the school, simply add one at a time.

Student First Name + Last Name

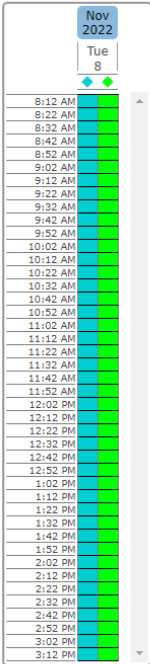
*

Student's birthday

*

Nov 2022

Tue 8



- Once you have clicked on the colored box of the time that you would like to schedule a second confirmation screen will appear.
- Check Add this appointment to my calendar and then click Create Appointment.

You are scheduling an appointment with **Abate, Sandra** at **09:12 AM** on **November 8, 2022** for the **2022, Nov 8th & Nov 17th Dobbs Ferry High School** event.

Add this appointment to my calendar

**DOBBS FERRY SPRINGHURST SCHOOL
PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER**

- The next screen will confirm your appointment.
- Click Return to schedule more appointments

Appointment confirmed for November 8, 2022.
Appointment for Mom Klebanoff

Appointment Details

Date: **November 8, 2022**

Time: **09:12 AM**

Duration: **10**

Event: **2022, Nov 8th & Nov 17th Dobbs Ferry**

Resource: **Abate, Sandra**

Room:

 [Print](#) [Email Schedule](#) [Return](#)

- 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.

▼ Your Schedule Mom Klebanoff [Edit Profile/Change Password](#) [Printable schedule](#) [Logout](#)

November 8, 2022 at 09:12 AM, Dobbs Ferry - Abate, Sandra ✕ Cancel 🔍 Details 🕒 Change time

- **For a Printable 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.