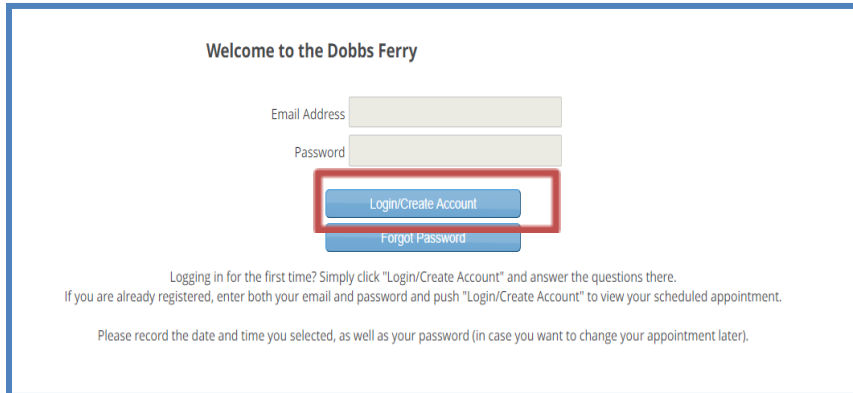


DOBBS FERRY SPRINGHURST SCHOOL PARENT/TEACHER CONFERENCES -ONLINE SCHEDULER

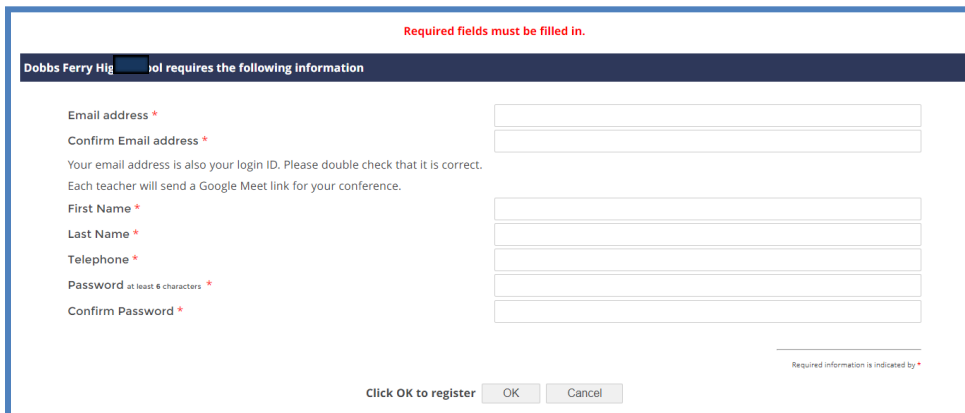
Parents will be able to book upcoming Parent/Teacher Conferences over the Internet for their students. Below are the directions to access this online service.

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

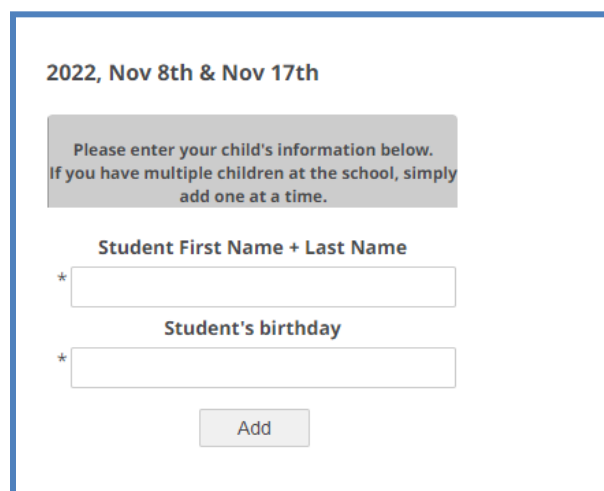
- Log into the following web site: <https://pickatime.com/client?ven=11609822>



- 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**

- **NEW STEP!!** Click on the format that you would prefer your conferences: Virtual or In Person
- IF you choose **In Person** No Google Meet Link will be created but a Room number will be listed
- IF you choose **VIRTUAL** A Google Meet link will be created

2023, Mar 15th & 22nd Springhurst Elementary School

Please choose how you would like to attend conferences from the list.

Virtual ▾

Virtual

In Person

select a date:

[March 15, 2023](#) [March 22, 2023](#)

- Click on the Date that you would like to schedule your conference. Some grades will have additional dates listed that are available to book.

2023, Mar 15th & 22nd Springhurst Elementary School

Please choose how you would like to attend conferences from the list.

Virtual ▾

Click here to select a date:

[March 15, 2023](#) [March 22, 2023](#)

- 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.

DOBBS FERRY SPRINGHURST SCHOOL PARENT/TEACHER CONFERENCES -ONLINE SCHEDULER

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

8:12 AM	
8:22 AM	
8:32 AM	
8:42 AM	
8:52 AM	
9:02 AM	
9:12 AM	
9:22 AM	
9:32 AM	
9:42 AM	
9:52 AM	
10:02 AM	
10:12 AM	
10:22 AM	
10:32 AM	
10:42 AM	
10:52 AM	
11:02 AM	
11:12 AM	
11:22 AM	
11:32 AM	
11:42 AM	
11:52 AM	
12:02 PM	
12:12 PM	
12:22 PM	
12:32 PM	
12:42 PM	
12:52 PM	
1:02 PM	
1:12 PM	
1:22 PM	
1:32 PM	
1:42 PM	
1:52 PM	
2:02 PM	
2:12 PM	
2:22 PM	
2:32 PM	
2:42 PM	
2:52 PM	
3:02 PM	
3:12 PM	

- 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**

Add this appointment to my calendar

- 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**

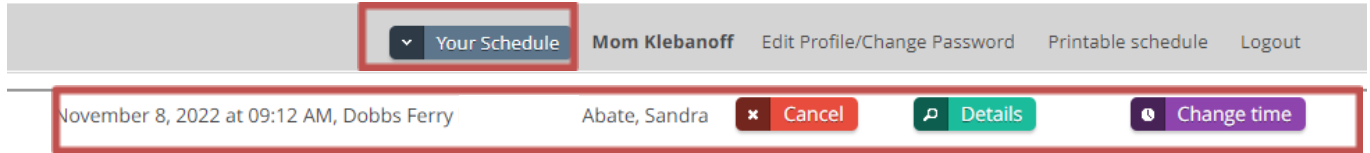
Event: **2022, Nov 8th & Nov 17th**

Resource: **Abate, Sandra**

Room:

**DOBBS FERRY SPRINGHURST 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.



- **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.