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: <u>https://pickatime.com/client?ven=11609822</u>

Welcome to the Dol	bbs Ferry
Email Address	
Password	
	Login/Create Account Forgot Password
	y click "Login/Create Account" and answer the questions there. I 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).

- 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.

Required fields must be filled in.			
Dobbs Ferry Hig			
Email address *			
Confirm Email address *			
Your email address is also your login ID. Please double check that it is correct.			
Each teacher will send a Google Meet link for your conference.			
First Name *			
Last Name *			
Telephone *			
Password at least 6 characters *			
Confirm Password *			
	Required information is indicated by *		
Click OK to register	OK Cancel		

- 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

2022, Nov 8th & Nov 17th
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
*
Add

- **<u>NEW STEP!!</u>** 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



• 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.			
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.

	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	Amber Klebanoff 🗙					
	Amber Riebanon A	Please enter your child's information below.				
Appt scheduled for you		If you have multiple children at the school, simply				
Appt Unavailable	Nov	add one at a time.				
Appt Unavailable	2022					
Teachers of Amber Klebanoff		Student First Name + Last Name				
leachers of Amber Riebanon	Tue	Student First Name + Last Name				
Abate, Sandra - English	8	*				
Admin, pickAtime - Math						
Mannin, piciokanne - Maan	8:12 AM	Student's birthday				
	8:22 AM 8:32 AM					
	8:42 AM	*				
	8:52 AM					
	9:02 AM					
	9:12 AM 9:22 AM	Add				
	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					
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	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		
Create Appointment Return		
The next screen will confirm your appointment		

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

Appointment confirme Appointment for Mom Kleb		, 2022.
Appointment Detai	ls	
Date: November 8, 2022	2	
Time: 09:12 AM		
Duration: <b>10</b>		
Event: 2022, Nov 8th & I	Nov 17th	
Resource: Abate, Sandra	a	
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	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.