## DOBBS FERRY HIGH SCHOOL PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER

Parents will be able to book upcoming Parent/Teacher Conferences over the Internet. Below are the directions to access this online service. (*Note: Dates listed in these directions do not represent actual conference dates—they are for instructional purposes only.*)

- Log into the following web site: <a href="https://pickatime.com/client?ven=11606190">https://pickatime.com/client?ven=11606190</a>
- Click "Login/Create Account"

Welcome to the Dobbs Ferry High School Online Scheduler		
Email Address		
Password		
	Login/Create Account Forgot Password	
Logging in for the first time? Simply If you are already registered, enter both your email and	r 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 v	well as your password (in case you want to change your appointment later).	

- 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 High School requires the following information			
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

20	22, Nov 8th & Nov 17th Dobbs Ferry	High School
lfy	Please enter your child's information below. ou have multiple children at the school, simply add one at a time.	
	Student First Name + Last Name	
*		
	Student's birthday	
*		
	Add	

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



- 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 anothe	r date:				
November 8, 2022 November	<u>er 17, 2022</u>				
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 × Please enter your child's information below.				
Appt scheduled for you		If you have multiple children at the school, simply			
Appt Unavailable	Nov 2022	add one at a time.			
Teachers of Amber Klebanoff	Tue	Student First Name + Last Name			
Abate, Sandra - English	8	*			
Admin, pickAtime - Math	8:12 AM	Student's birthday			
	8:32 AM	*			
	8:42 AM				
	9:02 AM				
	9:12 AM	Add			
	9:32 AM				
	9:52 AM				
	10:02 AM				
	10:22 AM				
	10:32 AM 10:42 AM				
	10:52 AM				
	11:02 AM				
	11:22 AM				
	11:32 AM				
	11:52 AM				
	12:12 PM				
	12:22 PM 12:32 PM				
	12:42 PM				
	1:02 PM				
	1:12 PM				
	1:32 PM				
	1:42 PM				
	2:02 PM				
	2:12 PM				
	2:32 PM				
	2:52 PM				
	3:02 PM				

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- 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 Al	M on November 8, 2022 for	the <b>2022, Nov</b>	8th & Nov 17th Dobbs Ferry High School event.
□ Add this appointment to my calendar			
	Create Appointment	Return	

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

Appointment confirmed for November 8, 2022. Appointment for Mom Klebanoff		
Appointment Detai	ls	
Date: November 8, 2022		
Time: 09:12 AM		
Duration: <b>10</b>		
Event: 2022, Nov 8th & Nov 17th Dobbs Ferry High School		
Resource: Abate, Sandra		
Room:		
e 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	f Edit Profile/Change Password	Printable schedule Logout
November 8, 2022 at 09:12 AM, Dobbs Ferry High School - Abate, Sandra	× Cancel P 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.