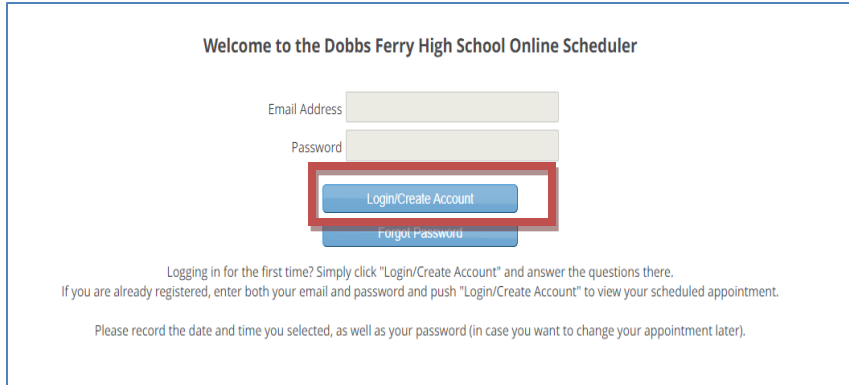


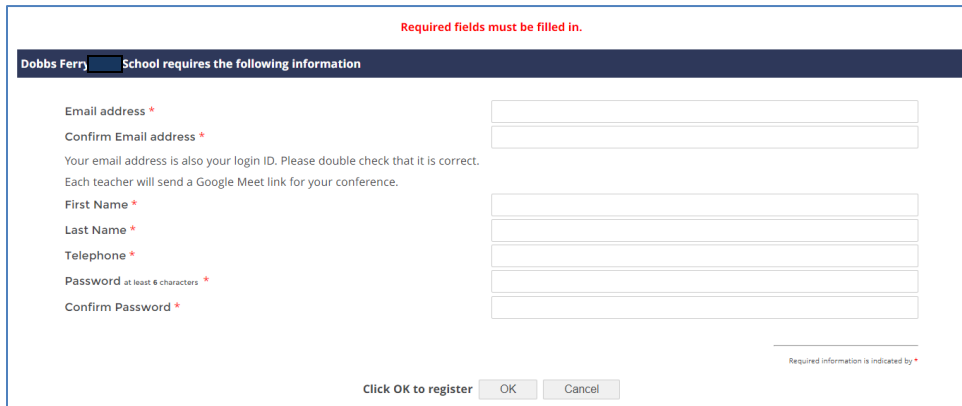
**DOBBS FERRY MIDDLE SCHOOL  
PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER**

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.)*

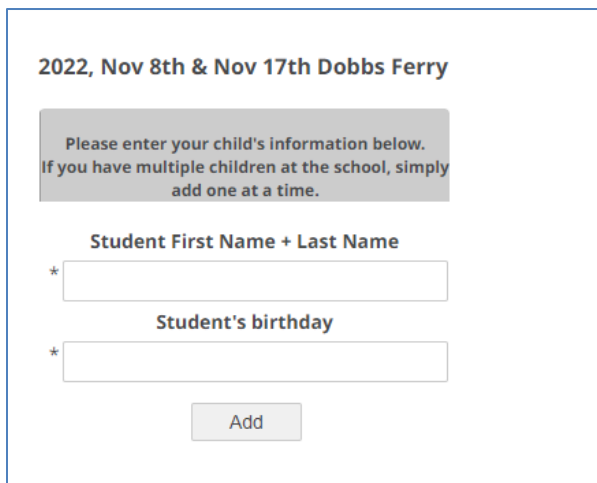
- Log into the following web site: <https://pickatime.com/client?ven=11606359>
- Click “Login/Create Account”



- 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



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

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

**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**

**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** ✕

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	

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**

\*

- Once you have clicked on the colored box of the time that you would like to schedule a second confirmation screen will appear.

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

- 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**

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 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.