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"

Welcome to the Dobbs Ferry High School Online Scheduler		
Email Address		
Password		
Login/Create Account Forgot Password		
Logging in for the first time? Simply click "Login/Create Account" and answer the questions there. If you are already registered, enter both your email and 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).		

- 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 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

022, Nov 8	8th & Nov 17th Dobbs Ferry
	er your child's information below. ultiple children at the school, simply add one at a time.
Studen	t First Name + Last Name
*	Student's birthday
	Add

• 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 anothe November 8, 2022 Novemb					
	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	Nov	If you have multiple children at the school, simply add one at a time.			
Appt Unavailable	2022				
Teachers of Amber Klebanoff	Tue 8	Student First Name + Last Name			
Abate, Sandra - English Admin, pickAtime - Math	••	π			
Norm, provence mour	8:12 AM	Student's birthday			
	8:32 AM 8:42 AM	*			
	8:52 AM 9:02 AM 9:12 AM	Add			
	9:22 AM	Add			
	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				
	1:22 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.

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	1
□ 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:				
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 Schedul	e Mom Klebanoff	Edit Profile/Change Password	Printable schedule Logout
November 8, 2022 at 09:12 AM, Dobbs Ferry	- 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.