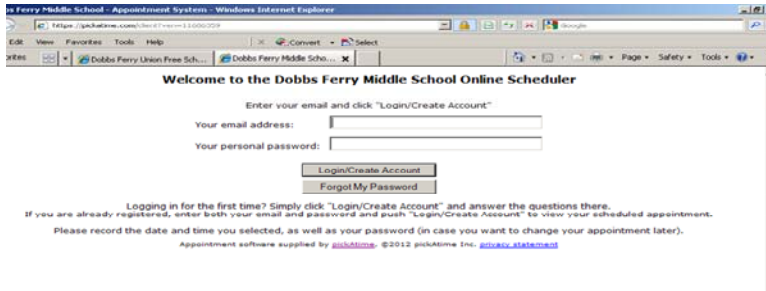


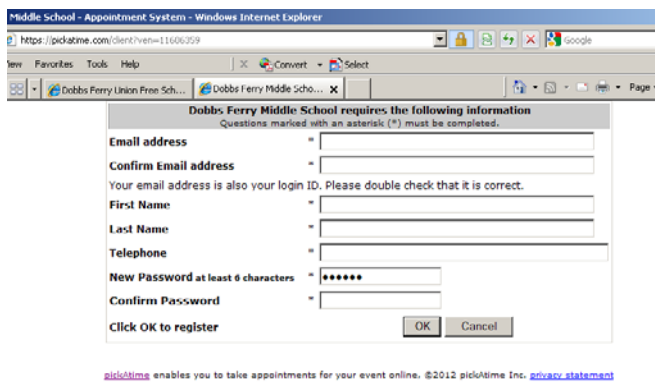
DOBBS FERRY MIDDLE SCHOOL PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER

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.)*

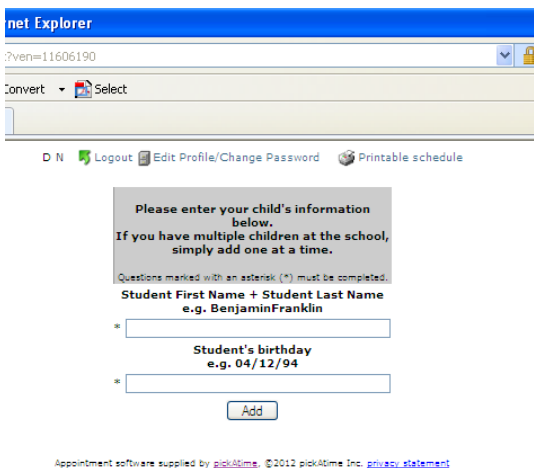
- Log into the following web site: <https://pickatime.com/client?ven=11606359>
- **CREATE AN ACCOUNT**
Enter your email address and password and Click on the Login/Create Account Button.
Remember this information to access this account for all parent/teacher conferences this year.



- **COMPLETE THE FOLLOWING INFORMATION TO REGISTER**



- **ENTER YOUR CHILD’S INFORMATION**
Student Name: John Smith enter as JohnSmith (no spaces)
Student’s Birthday: April 12, 1994 enter as 04/12/94

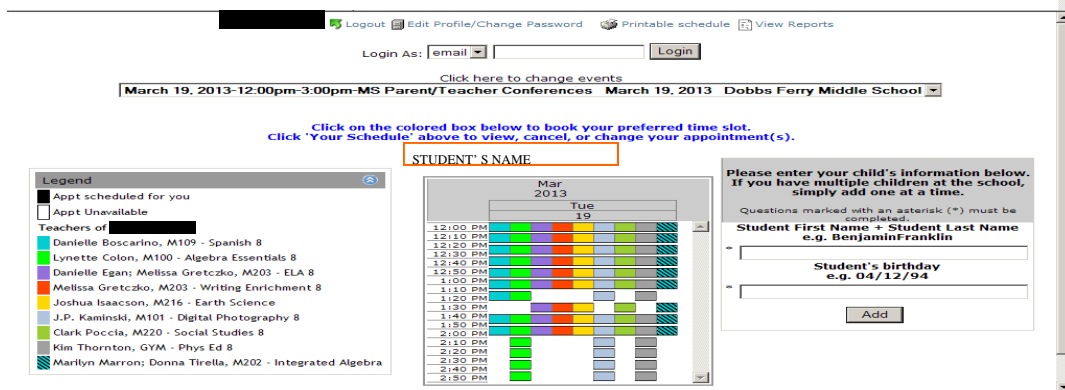
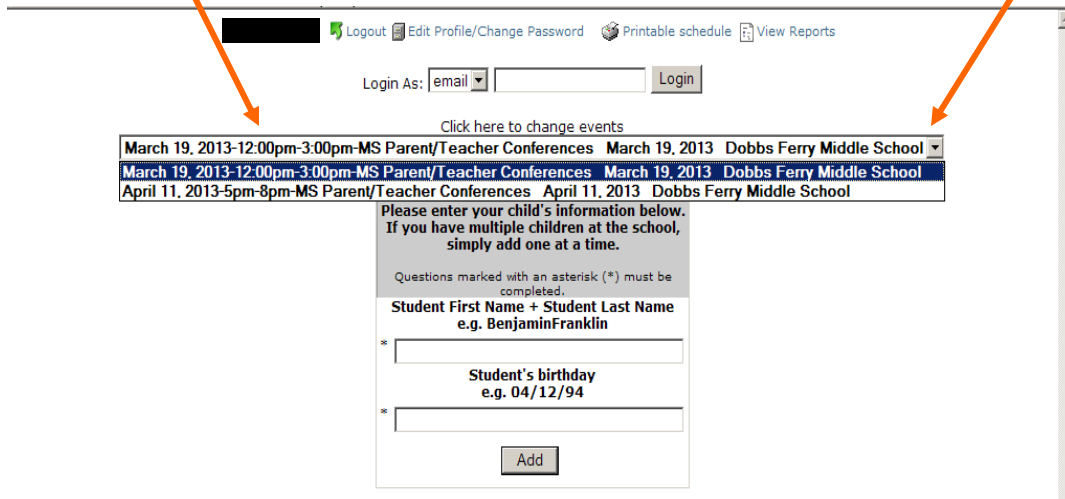


**DOBBS FERRY MIDDLE SCHOOL
PARENT/TEACHER CONFERENCES – ONLINE SCHEDULER**

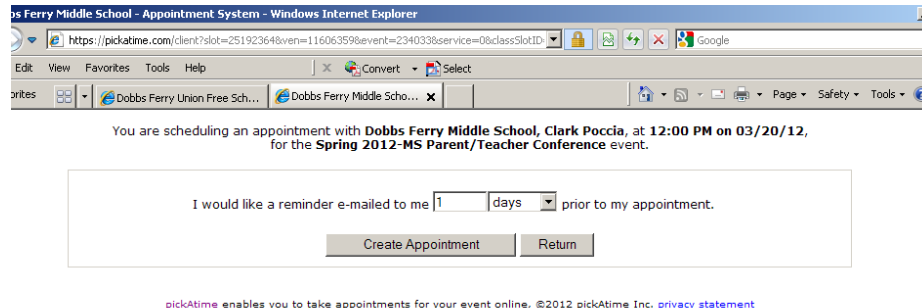
- **CLICK ON THE DROP DOWN MENU TO SELECT ONE OF THE PARENT/TEACHER CONFERENCE DATES:**

MARCH 19th or APRIL 11th

This will bring up you child’s appointment grid in the center for that date - colored boxes relate to your child’s individual teachers as noted on the left. Click on the boxes available to make an appointment. The box on the right allows you to add your other children and to see their appointment grid(s).



- **SELECT A BOX ON THE GRID WHICH RELATES TO A TEACHER AN APPOINTMENT TIME.** This will bring up another screen which allows you to setup a reminder email as well as Create the Appointment. You will be returned to the appointment grid - all your appointments will be in black



**DOBBS FERRY MIDDLE 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.

The screenshot shows a web browser window with the URL <https://pickatime.com/index.html?user=11606359&date=3/20/12>. The page title is "Dobbs Ferry Middle School - Appointment System - Windows Internet Explorer". The main content area displays a navigation bar with "Your Schedule", "MS Parent", "Logout", "Edit Profile/Change Password", and "Printable schedule". Below this, there is a date and time selection: "03/20/12 at 12:00 PM, Dobbs Ferry Middle School - Clark Poccia". There are buttons for "Cancel", "Data", "Edit", and "Change time". A blacked-out box is present, with instructions: "Click on the colored box below to book your preferred time slot. Click 'Your Schedule' (above) to make changes to your appointments." Below the instructions is a text input field labeled "STUDENT'S NAME". To the left is a legend for appointments, listing teachers and their subjects. In the center is a calendar for March 2012 showing a grid of time slots from 12:00 PM to 2:45 PM. To the right is a form titled "Please enter your child's information below." with fields for "Student First Name + Student Last Name" (e.g., Benjamin Franklin) and "Student's birthday" (e.g., 04/12/94), and an "Add" button. At the bottom, it says "Appointment software supplied by pick@time. ©2012 pick@time Inc. privacy statement".

- **PRINT 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.