



## Parent Teacher Conferences - Parent Instructions

1. Go to our school Parent Teacher Conference booking web site:  
<http://stgeorgesschool.schoolappointments.com/>
2. At the start of each school year, register for an account by clicking the "REGISTER" menu tab and filling in the on-line form. Choose a user id and password for yourself and click the "Register Now" button.
3. For **mid-year conferences**, using your existing account, begin the booking process by clicking on the **Manage Students** button.

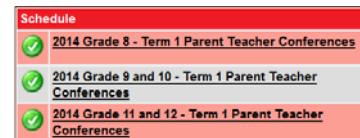
4. Add your children into the system by clicking the "Add a Student" button. Complete all fields and click "Insert". If you have more than one student at St. George's, click "Insert New" button to add more children.



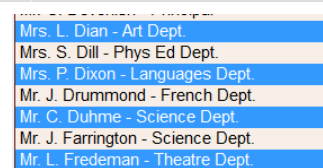
5. Click the "date" icon beside each child's name to schedule conferences.



6. Click the name of the schedule for the conference. Be sure to select the correct schedule for your son's grade level.



7. Select the teachers you wish to book appointments with. Use the "Ctrl" or "Command ⌘" key to select multiple teachers to view at the same time.



8. Click the "View Calendars" button.

9. Click on available time slots to book your appointments. A brief 'Appointment Booked' prompt will display and the dark green rectangle indicates that you have booked an appointment in that time slot. A blacked out rectangle indicates that the teacher is unavailable at that time.

Appointment Date :: 2018-01-11		
	Ms. L. Dian Ceramics (Senior School)	Mr. L. Fredeman Theatre / English (Senior School)
6:00 PM - 6:06 PM		
6:06 PM - 6:16 PM		
6:16 PM - 6:24 PM		
6:24 PM - 6:32 PM		
6:32 PM - 6:40 PM		



10. To change an appointment time, click again in the time slot. A pop-up box displays asking you to **Confirm Delete**. Click **OK** and choose another time.



11. You can now print your schedule of conferences – click the **Print Appointments** button. When you are finished, please don't forget to logout!
12. You can log back in at any time to view the schedule, delete an existing conference, and book other conferences.