

## Conferences

FALL Conferences will be held on Monday, October 2nd, Wednesday, October 4<sup>th</sup>, Tuesday, October 10<sup>th</sup> and Monday, October 16<sup>th</sup> at East High School. We will be using PickaTime to sign up for conferences again.

**You will only be able to sign up for conferences between  
Wednesday, September 20th, 12:00 P.M.  
Through Wednesday, September 27th, 12:00 P.M.**

### **Scheduling Directions**

**Google Pickatime.com Find Your School and type East High School or copy and paste the Pick A Time URL in your browser <https://pickatime.com/client?ven=11605674>**

### **Register (new users)**

1. Enter your email address and push Login/Create Account
2. Fill in the required fields and register.
3. For each child, enter student ID and enter the birthdate in the following format mm/dd/yyyy.

### **Sign In**

If you've previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

### **Scheduling**

1. You will see a list of teachers. Select the box next to the teacher name(s) that you would like to schedule a conference with. You will then see the schedule of available times for those teachers. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times increase as you go down the page.

### **2. Click on a square to schedule that time**

3. You will optionally have the choice of setting a time when you would like an email reminder to be delivered, and you will be prompted to **enter student ID and birthdate**

4. Click on "**Create Appointment**".

5. Repeat until you have a time with each teacher you'd like to visit with.

You can click on the "**Printable Schedule**" link located on the top right corner and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.

If you want to make changes to your schedule you can click on the "**Your Schedule**" link, OR you can login at any other time with your email and password.

### **IMPORTANT NOTE: If you have two or more children at the school with the SAME teacher**

If you have multiple children and they have the same teacher (ex. Band, math, etc.) you can only schedule one conference slot for both students.

Email [darcy.motschenbacher@isd709.org](mailto:darcy.motschenbacher@isd709.org) if you have any questions.