



MARY, SEAT OF WISDOM SCHOOL
2018 Parent-Teacher-Student Conferences
March 16, 2018

Spring Conferences will be held on
March 16th from 12:30-3:30 PM

School Dismissal is at 11:30 AM

Click the following link to access the schedulingsystem

<https://pickatime.com/client?ven=11603039&evt=321456>

the online scheduler

OPENS March 9th at 9:00 AM
CLOSES March 14th at 4:00 PM

Follow the directions below to register and schedule appointments.

Existing Users: If you have an existing account from a previous Parent/Teacher Conference, login using your email address and personal password.

New Users: Enter your email address and click "Login/Create Account". Fill in the required fields and click OK to register.

Scheduling

1. You will see a list of teachers. Select the boxes next to each teacher name that you would like to schedule a conference with. You will then see the schedules of available times for those teachers.
2. Each colored square represents an available meeting time. (:10 increments)
3. Click on a square to schedule that time.
4. Fill in required fields: *Student's Name* and *#1 Parent/Guardian's First and Last Name*.
5. Click on "**Create Appointment**".
6. Repeat until you have scheduled a time with each teacher you'd like to visit.
 - You can click on the "**Printable Schedule**" link located on the top right corner and print 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 in the upper left corner, OR you can login at any other time with your email and password.

NOTE: If you have **two children who have the SAME** teacher, you will need to register / sign in using **two different email addresses** in order to schedule two appointments for that teacher.

1. Register / Sign In with one email address and register
2. Schedule the first student's conference time, and log out of scheduler.
3. Register / Sign In with the **second** email address and register
4. Schedule the second student's conference time and log out of the scheduler.

This is not necessary if you have two or more children at the school with **DIFFERENT** teachers.

Please contact Janet Cahill with questions at 847-825-2500 or jcahill@mswschool.org,