

Instructions for Scheduling Your Conferences

Please note: If you have trouble logging in or viewing your schedule or experience any other technical difficulties, contact Donna Pradith, at dpradith@grtwacademy.org, not the teacher(s) or an administrator.

1. Click on the following link to access Parent-Teacher Conferences:
<https://pickatime.com/grtwa/client?event=367302>.
2. Logon to the site:
 - a. New User: or are using a different address than you have in the past, fill in the email address you will use to receive your reminders and choose a password.
 - b. Returning User: you may use the same email address and password you did before.
3. **New User Only (returning user skip to step 4)**: you will be prompted to “register” with some necessary information. On the next screen complete the following (It is VERY important to follow the formats as instructed below):
 - a. STUDENT ID = Enter his/her first and last name as one word as we have them registered in school (ex. JohnDoe or johndoe or johnsmithdoe).
 - 1) If your child has a hyphenated first or last name in our system, include the hyphen (ie johnsmith-doe).
 - 2) Be sure to use the name as it appears in our records, not a “nickname” or shortened version of the name (i.e Zachary, not Zach).
 - b. STUDENT’S BIRTHDAY = The child’s birthday in the format m/d/yyyy
4. You will now see the time slots available for that child with a listing of the teachers at the top.
5. On the right side of the time slots, add each of your other children in the same way as you did above. The program will add a chart of time slots for each child added.
6. Click an available space to reserve that time for a conference and, after each one on the next screen, click CREATE APPOINTMENT.
7. You will automatically receive an email confirmation, as well as a reminder email the day before the conferences. **It will contain the Zoom link for each appointment, so please save your email confirmation and/or email reminder!** If you wish to receive your reminder earlier than that, change the preference before you click MAKE APPOINTMENT.
8. To view, change or cancel your appointments:
 - a. Click on YOUR SCHEDULE at the top of the page to keep track of your appointments.
 - b. As you make appointments, they will be added to the list.
 - 1) You may cancel your appointment by clicking on the **Cancel** button next to the appointment.
 - 2) You may reschedule your appointment to a different date or time by clicking on the **Change time** button next to the appointment.
 - c. Click the RETURN button instead of the back arrow to return to the previous page.
9. When you are done, click PRINTABLE SCHEDULE to view your schedule. Then select

Email Schedule, to email yourself the schedule. The emailed schedule will have a Zoom link next to each appointment, in the Room column. **Please make sure to have your email confirmations or emailed schedule readily available on your conference day so that you can easily click on the links in the email to go to your Zoom meeting.**

10. You can return to this screen at any time to change appointments or email your schedule by logging in.
11. **Remember, this process MUST be completed by 11:00 PM on Wednesday, November 3.**
12. If you have any questions about this process or need technical assistance, please contact Donna Pradith at dpradith@grtwacademy.org.