

PTCfast offers a lot of options, but the most common way to get started is to set up a schedule for one teacher, then use that as a template for all your other teachers. **Note:** We will use the term Conference to refer to the schedule and settings for one teacher.

Let's name our first Conference "Ms. Smith - Algebra". Select a grade and click "Enter my choices and create Time Blocks".

Time Blocks

- Select Ms. Smith's availability for the first day of Conferences. Click submit.
- On the next page, you'll see the Time Block you just created. If there will be another day of Conferences with a schedule similar to the first, click "Copy Block" → "Enter" → select the second date, and adjust the schedule if needed → submit.
- When you're done setting up Time Blocks, click "Done with Times".

Notice Settings

- This page deals with how parents sign up. Let's leave the default settings. You can always change this (and anything else) later. Scroll down and click "Continue on to Emails".
- To learn more about how parents sign up, see [How It Works for Parents](#).

Emails

Here we can customize confirmation and reminder emails to parents. Enter the "Room/Location of Conference" and "Who the letters and emails are from". Click submit.

Reports/Deadlines

- In the first section, you can select when teachers get parent sign-up reports.
- In the next section, you can set the parent sign-up deadline.
- In the Designated Colleagues section, you can enter the email address of the teacher (and/or other staff) and select how much control you want them to have over the Conference.
 - Important note: Designated Colleagues do not need their own account. They get an email with a link that gives access to just their Conference. For more information, see [Designated Colleagues](#).
- Click submit.

Launch

"Launching" means parents can start signing up. Usually you'd wait until all of your Conferences are set up and then Launch them all at once with a single command.

Use the first Conference as a template

- Click the Manage Conference tab at the top. Then click "Create a new Conference".
- Let's name this one Mr. Brown. If you want to make him a Designated Colleague, enter his email address next to "Allow access to".
- Under "Use the following Conference as a template:", select "Ms. Smith", then click enter.
- Enter Mr. Brown's room number and change who emails/letters are from, if needed. Click submit.
- Your second Conference is now complete, with the same Time Blocks and settings as the first. You should be able to enter the rest of your Conferences in under a minute each.

How do parents sign up?

If you have selected School Web Page (which is the default and most common option), go to the Notice Settings page and you'll see a link to your school's booking page. All you need to do is give parents this link, and the system will walk them through how to sign up. [Learn more](#).

Additional Quick Guides:

[Designated Colleagues](#)

[How It Works for Parents](#)

[Sign-Up Deadlines](#)

[Launching](#)

[Video & Phone Conferences](#)

[Special Requests](#)

[Setting Up Future Semesters](#)