

Note: If you're a teacher whose school is running conferences from a central admin account, you do not create an account or log in. You will get emailed sign-up reports, which may include a link to access your schedule, depending on the settings your school has selected.

If either a) you're a solo teacher or b) your school has given you a ticket to create your own account, please read on.

We will use the term Conference to refer to your schedule and settings. Enter a name for your Conference (usually just your own name and/or class, such as "Ms. Smith - Algebra") and select a grade. Then click "Enter my choices and create Time Blocks".

Time Blocks

- Select your 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 you'll get parent sign-up reports.
- In the next section, you can set the parent sign-up deadline.
- In the Designated Colleagues section, if you want to give a colleague access to the Conference, you can enter their email address and select how much control you want them to have.
- Click submit.

Launch

"Launching" means parents can start signing up. You can Launch now or later.

How do parents sign up?

If you have selected School Web Page (which is the default and most popular option), go to the Notice Settings page and you'll see a link, which you can customize. All you need to do is give parents this link. It will take them to a booking page that's just for you, and the system will walk them through how to sign up.

When parents sign up, their appointments will appear in sign-up report emails and on the Time Blocks page, where you can also edit or manually add appointments.

Additional Quick Guides:

[How It Works for Parents](#)

[Sign-Up Deadlines](#)

[Launching](#)

[Video & Phone Conferences](#)

[Special Requests](#)