Conference Booking Quick Guide

December 2020 | Version 2

Conferences – Parent Guide

Log into your school's parent portal – we recommend using Google Chrome as your browser.
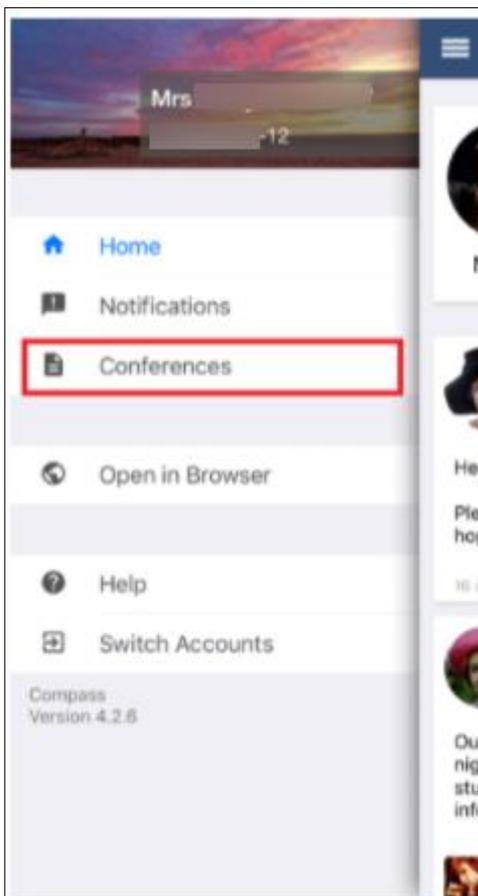
On the Home page, in the **My News** section, you will find a link **Click here for booking**. Click this link.

Another way to access the Conference Bookings is in your child's Profile by clicking the **Book Parent Student Teacher Conference** link.
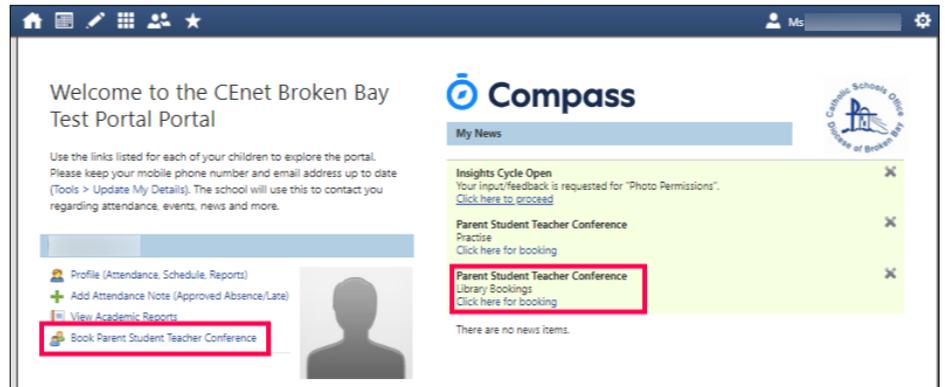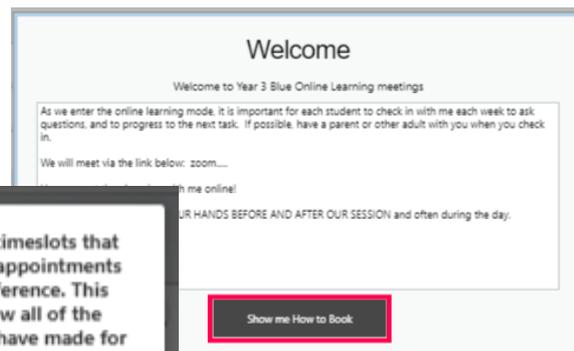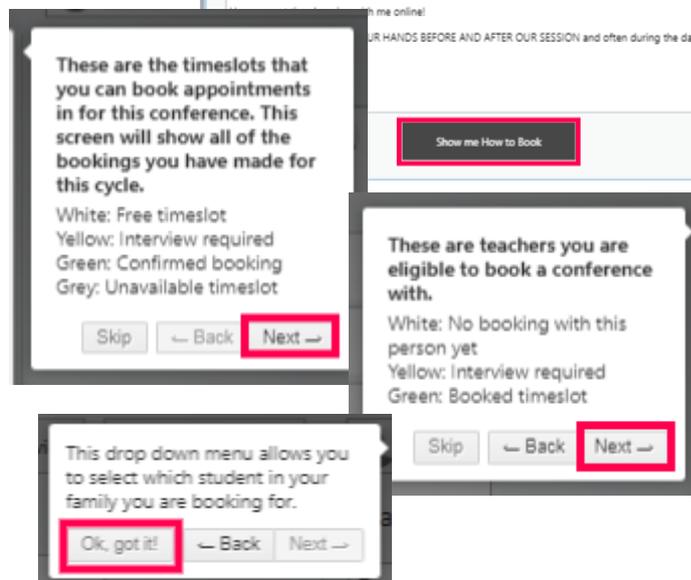
OR: from the **app on your mobile**:

Go to the 'hamburger' (3 lines) and choose Conferences from the menu
There is no alert on the app!

If this is the first time you are accessing the conferences module an option to run through a tutorial will come up. Click **Show me how to book** to work through this helpful tutorial.
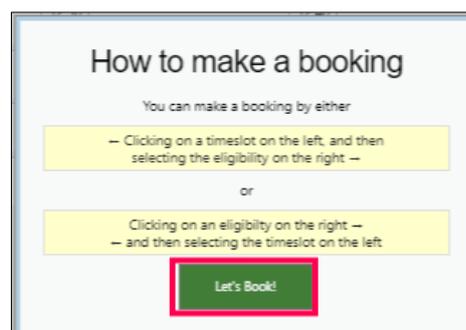
Use the **Next** button to work through the tutorial

There are only three short instructions. At the end, click **OK, got it!** to end the tutorial.

At the end of the tutorial, click **Let's Book** to get started. The next time you access Conferences, this tutorial will still be available, but it is optional.

Click on the teacher's **yellow** block and then on the **timeslot** you would like to book.
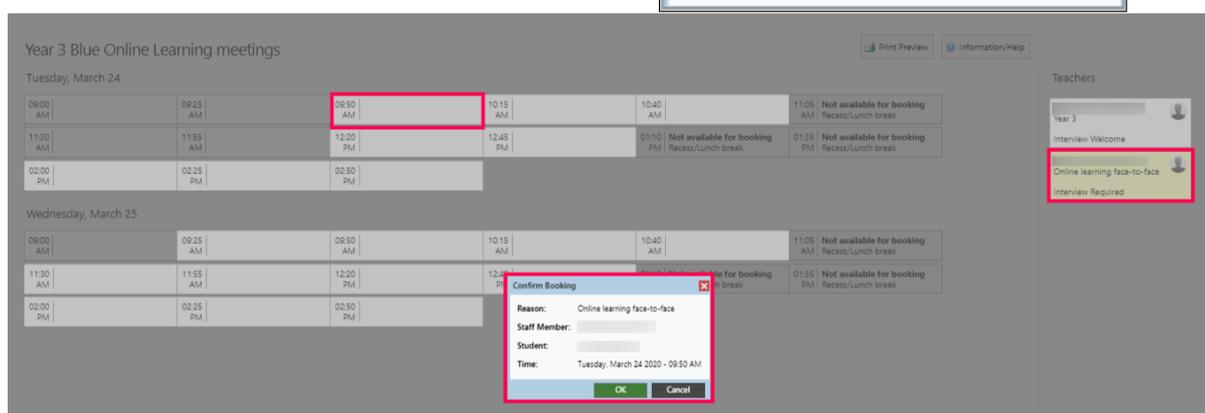
A confirmation box appears and you choose **OK** to confirm.

Click the browser **BACK** ← button to return to your Home page.

To make a change or to delete the booking, go back to the link on your child's profile box. In the booking sheet, click on the teacher's block again (it will be green now, since you have made a booking), and you will see the options describing how to **delete** the booking, manage **interpreter** options (if these are set up), or to click in another timeslot to **move** your booking.