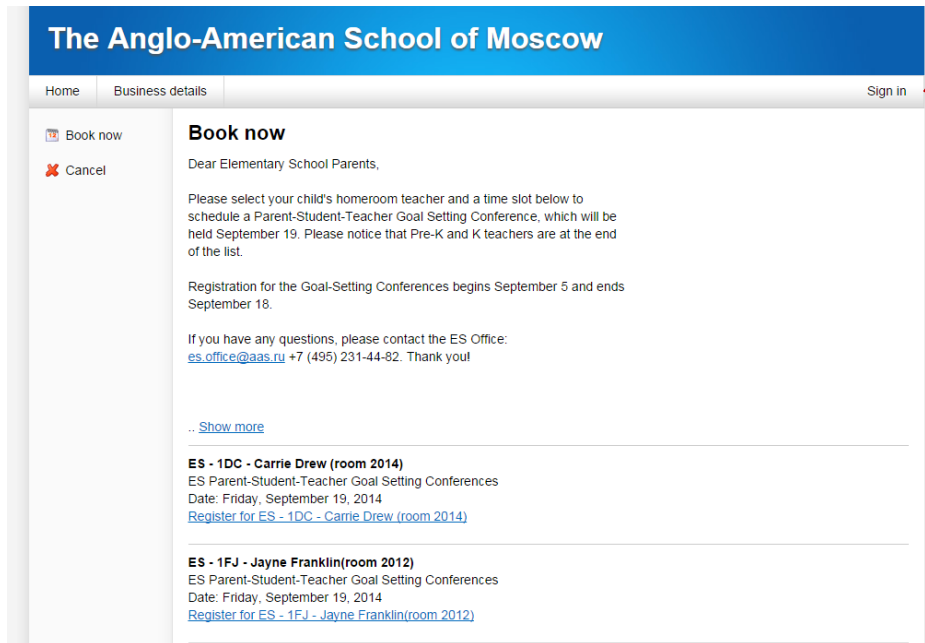


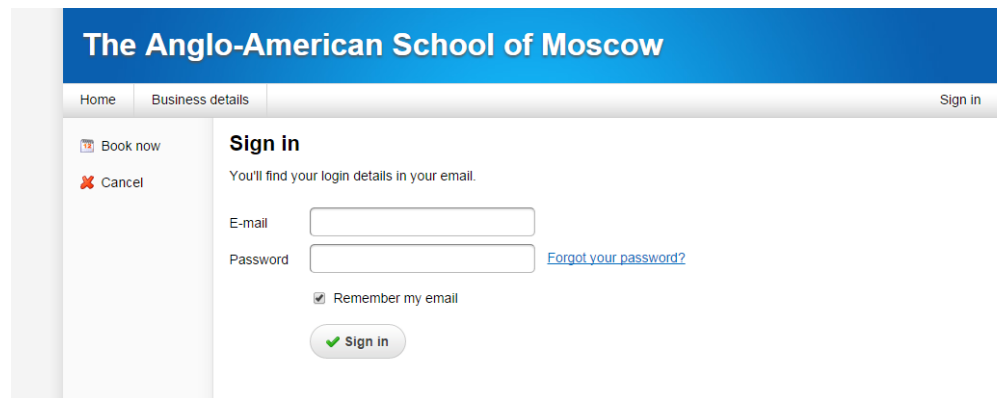
Scheduling a conference using Timecenter

For Registered Users

1. Go to the online registration page : <http://www.timecenter.com/aas>
2. If you have used the Timecenter site before, you need to sign in before you proceed. Click the **Sign in** button.



3. You will be taken to this page



You can retrieve the password by clicking “**Forgot your password**” on the same sign in page. Or just follow this link: <http://www.timecenter.com/aas/forgotpass/?uid=>

- Once you are signed in, find your teacher listed on the page. Click corresponding “Register for...” link under the description.

The Anglo-American School of Moscow

Home Business details Sign in

Book now Cancel

Book now

Dear Elementary School Parents,

Please select your child's homeroom teacher and a time slot below to schedule a Parent-Student-Teacher Goal Setting Conference, which will be held September 19. Please notice that Pre-K and K teachers are at the end of the list.

Registration for the Goal-Setting Conferences begins September 5 and ends September 18.

If you have any questions, please contact the ES Office:
es.office@aas.ru +7 (495) 231-44-82. Thank you!

[.. Show more](#)

ES - 1DC - Carrie Drew (room 2014)
ES Parent-Student-Teacher Goal Setting Conferences
Date: Friday, September 19, 2014
[Register for ES - 1DC - Carrie Drew \(room 2014\)](#)

ES - 1FJ - Jayne Franklin (room 2012)
ES Parent-Student-Teacher Goal Setting Conferences
Date: Friday, September 19, 2014
[Register for ES - 1FJ - Jayne Franklin \(room 2012\)](#)

- You will see available sessions; choose the convenient one that is open.

The Anglo-American School of Moscow

Home Business details Sign in

Book now Cancel

ES - 1FJ - Jayne Franklin (room 2012)

ES - 1FJ - Jayne Franklin (room 2012)

Friday 19 September List Week Month

●●●	08:00	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	08:20	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	08:40	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	09:00	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	09:20	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	09:40	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	10:20	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	10:40	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	11:00	ES Parent-Student-Teacher Goa..	Only 1 space left
●●●	11:20	ES Parent-Student-Teacher Goa..	Only 1 space left

6. Click **“Sign up now”**

The screenshot shows the top navigation bar of 'The Anglo-American School of Moscow' with links for Home, Business details, and My profile. The user is signed in as Nataliya Suslova. The main content area displays the appointment details for 'ES Parent-Student-Teacher Goal Setting Conferences' on Friday 19 September at 09:00 - 09:20. A green status indicator shows 'Only 1 space left'. A red arrow points to the 'Sign up now' button.

7. On the **“Confirm your appointment”** page, enter your child’s last and first name. Click **Confirm appointment**.

The screenshot shows the 'Confirm your appointment' page for the same appointment. It includes a form field for the student's name and a 'Confirm appointment' button. A disclaimer at the bottom states: 'By confirming this appointment, you agree to the [terms of use](#).'

8. If everything is correct you will see the message **“Appointment confirmed”**. Also the confirmation of your appointment will be sent to your e-mail.

The screenshot shows the 'Appointment confirmed' message. A green banner at the top reads 'Appointment confirmed' with a checkmark icon and the text 'We have sent a confirmation to you by e-mail.' Below this, the appointment details are repeated, including the date and time, and a 'Print' icon. A 'Make another appointment' button is visible. The form field for the student's name now contains 'smith, john'. An 'Important information' section provides cancellation instructions and contact details for the Elementary School Office: es_office@aas.ru +7 (495) 231-44-82.