

Conference Scheduling Directions

Follow these instructions to access the Parent Teacher Conference Scheduler.

New Users – Go to <https://pickatime.com/brentwood>

1. Enter your email address and click on “Login/Create Account”
2. Complete the required fields to register

NEW VISITOR: Simply click "Login/Create Account" and answer the questions there.

ALREADY REGISTERED: Enter both your email and password and click "Login/Create Account".

Email Address

Password

Existing Users – If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the “Forgot Password” button and a new password will be emailed to you.

Scheduling

1. You will see a table listing our teachers. Select the box next to the teacher’s name with whom you would like to schedule a conference. You will then see the schedule of available times. As shown below, if you have multiple students you may select more than one teacher to view for your scheduling convenience.

*To schedule with more than one teacher: After you schedule your first conference, simply repeat the process (see #5 below).

SELECT EVENT

Fall Conferences 2017 10/18/17-10/20/17 Brentwood

Example

Check the box next to the teacher name(s) to see their schedule.

Legend

Appt scheduled for you
 Appt Unavailable [Select All](#) [Unselect All](#)

<input type="checkbox"/> Heather Warren	<input type="checkbox"/> Thompson/Justesen	<input type="checkbox"/> Mary Stoyko	<input type="checkbox"/> Janel Smith
<input type="checkbox"/> Meghan Ross	<input type="checkbox"/> Suzanne Pratt	<input type="checkbox"/> Kristine Nelson	<input type="checkbox"/> Mary Moore
<input type="checkbox"/> Martin Miller	<input type="checkbox"/> Kendra Maly	<input type="checkbox"/> Joilyn Madsen	<input type="checkbox"/> Frances King
<input type="checkbox"/> Ledette Kelton	<input type="checkbox"/> Tracee Carroll	<input type="checkbox"/> Linda Hoskinson	<input type="checkbox"/> Alan Hicks
<input type="checkbox"/> Karen Hayett	<input type="checkbox"/> Elizabeth Gil	<input type="checkbox"/> Laura Fiske	<input type="checkbox"/> Darlene Claassen
<input type="checkbox"/> Tiffany Byrd	<input type="checkbox"/> Douglas Beckman	<input type="checkbox"/> Baker/Clark	

2. Each colored rectangle represents an available meeting time. The legend shows you which teacher corresponds to which color. **Click on a rectangle to schedule that time.**

Click on the colored box in the table to book your preferred time slot.

Oct 2017		
Wed 18	Thu 19	Fri 20
8:00 AM		
8:05 AM		
8:10 AM		
8:15 AM		
8:20 AM		
8:25 AM		
8:30 AM		
8:35 AM		
8:40 AM		
8:45 AM		
8:50 AM		

Example

3. You will be prompted to enter in the names of your student (and you will optionally have the choice of setting a time when you would like an email reminder to be delivered).

4. Click on **“Create Appointment”**.

You are scheduling an appointment with **Tiffany Byrd** at **08:00 AM on October 20, 2017** for the **Fall Conferences 2017** event.

I would like a reminder e-mailed to me days prior to my appointment.

Student Name

Appointment confirmed for October 20, 2017.

Appointment for **Becky Swenson**

Example

Date: **October 20, 2017**

Time: **08:00 AM**

Duration: **25**

Event: **Fall Conferences 2017**

Teacher: **Tiffany Byrd**

*5. To schedule a conference for another student, click on “**Return**” to begin the above process again. Repeat until you have a time with each teacher with whom you would like to schedule conferences.

- You may click on the “**Printable Schedule**” link located on the top right corner to print a resulting web page of your schedule. You also have the option to email the schedule to yourself.
- To make changes to your schedule, click on the “Your Schedule” link (in blue, at the top), **OR** you can log in at any other time with your email and password.

IMPORTANT – If you have two students with the SAME teacher:

- a) Register/sign in with one parent’s name and email to register
- b) Schedule the first student’s conference time, **then log out of the scheduler**
- c) Register/sign in with a second parent’s (or other email address)
- d) Schedule the second student’s conference time and log out of the scheduler

If you have **more than two** students with the SAME teacher, please contact the teacher directly to schedule your appointments.

When your conference scheduling is complete, click on “**Return**”, then click on “**Log Out**” at the top of the page.

Please call our office, at 465-6200, if you have any questions.

Thank you!