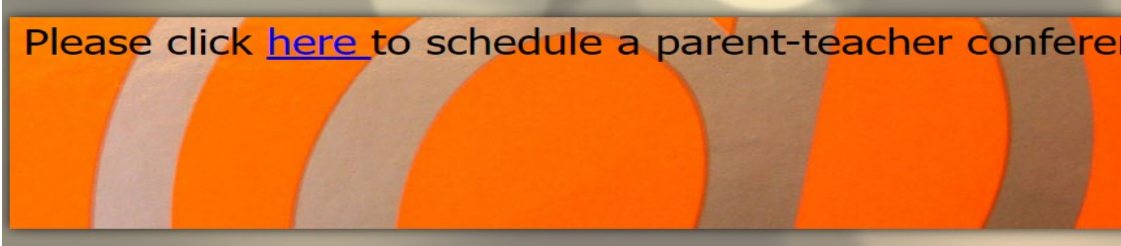


Scheduling  
Parent-Teacher  
Conferences Using FreeBusy

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The email from your child's teacher will include a link to the FreeBusy platform where you will request a conference time for Jan 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> or 19<sup>th</sup>.



Please click [here](#) to schedule a parent-teacher conference

# The Sign Up Process

1. Click on the link provided by the teacher.
2. Select a date and time.
3. Reserve a spot.
4. Confirmation (email).

The screenshot displays a meeting sign-up interface. On the left, a circular profile picture of a dog is shown above the name "Barbara DeSantis". Below the name is the text "test Parent conference" and a duration of "15 minutes". A message reads: "I look forward to seeing you next week. Please include your student information in your response. Please enter your email carefully since you will receive the conference link." On the right, the question "When would you like to meet?" is followed by a grid of available time slots for three days: Monday, January 16, 2023; Tuesday, January 17, 2023; and Wednesday, January 18, 2023. Each day has a grid of green buttons representing time slots. At the bottom, it states "Available times shown in time zone (UTC-05:00) Eastern Time (US & Canada)" with a dropdown arrow.

When would you like to meet?

**Monday, January 16, 2023**

01:15 pm	01:30 pm	02:00 pm
02:15 pm	02:30 pm	02:45 pm
03:15 pm		

**Tuesday, January 17, 2023**

08:45 am	09:00 am	09:15 am
09:30 am	09:45 am	

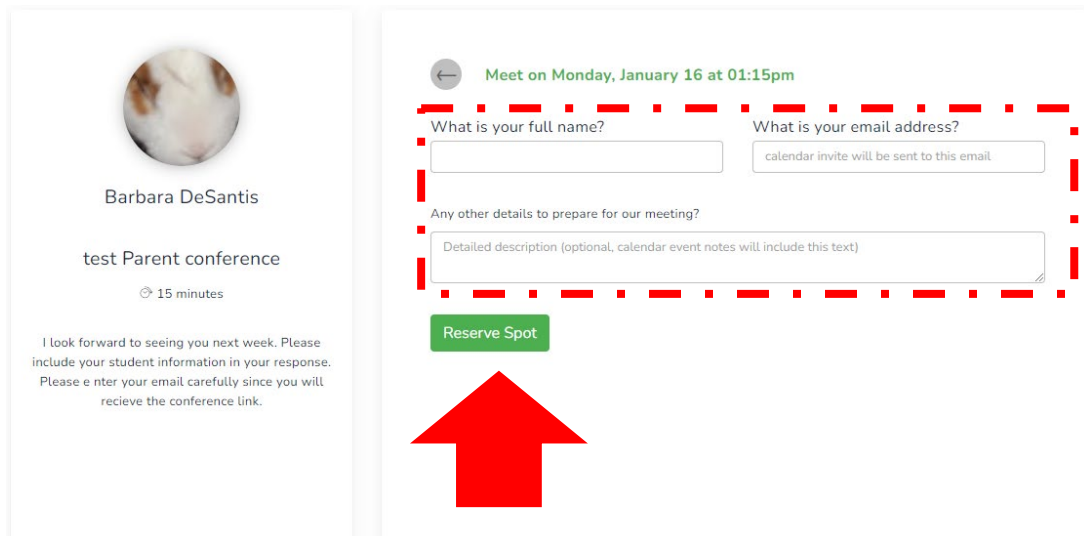
**Wednesday, January 18, 2023**

08:45 am	09:00 am	09:15 am
09:30 am	10:00 am	

Available times shown in time zone  
(UTC-05:00) Eastern Time (US & Canada)

## Parent View

2. Complete the booking form. There will be a question that prompts you to enter your child's full name as well as other questions the teacher has requested a response for. Enter your email address and click **Reserve Spot**.



The screenshot shows a booking form for a parent conference. On the left, there is a circular profile picture of a person, the name "Barbara DeSantis", the title "test Parent conference", and a duration of "15 minutes". Below this is a message: "I look forward to seeing you next week. Please include your student information in your response. Please enter your email carefully since you will receive the conference link." On the right, there is a form with a back arrow and the text "Meet on Monday, January 16 at 01:15pm". The form contains three input fields: "What is your full name?", "What is your email address?" (with a subtext "calendar invite will be sent to this email"), and "Any other details to prepare for our meeting?" (with a subtext "Detailed description (optional, calendar event notes will include this text)"). A green "Reserve Spot" button is at the bottom of the form, with a large red arrow pointing to it.

## Parent View

You will receive an email confirmation for the conference appointment that includes the meeting link. There will also be a link to make a change if needed.

If you need to make changes

**FreeBusy**

Your spot for test Parent conference was updated.

[Add to Outlook](#)

[Add to Google Calendar](#)

---

**Title:** test Parent conference  
**Previous Date:** Monday, January 16, 2023  
**Previous Time:** 3:00 PM Eastern Standard Time  
**New Date:** Monday, January 16, 2023  
**New Time:** 1:15 PM Eastern Standard Time  
**Duration:** 15 minutes  
**Location:** online meeting with phone dial-in  
**Join Online Meeting:** <https://sayrevillek12.webex.com/sayrevillek12/j.php?MTID=mefc0f4a0cd40376e904b38c490e935c9>

---

**What's next?**

No action needed.

Need to reschedule? [Propose New Time](#)  
Your current spot will be automatically cancelled if you reschedule.

Do you want to cancel this meeting? [Cancel](#)

Link for meeting

## Parent View

# The appointment confirmation



Barbara DeSantis

test Parent conference

🕒 15 minutes

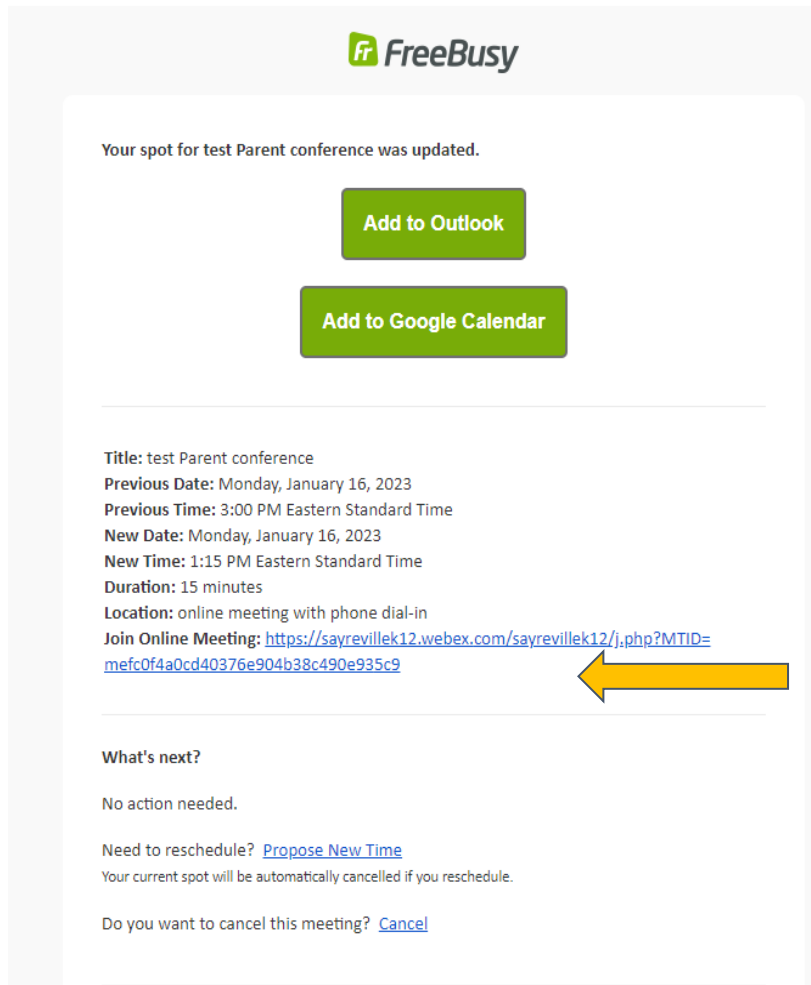
I look forward to seeing you next week. Please include your student information in your response. Please enter your email carefully since you will receive the conference link.

Your spot was reserved for  
**Monday, January 16, 2023 at 01:15pm**



## Parent View

When it is time to join the meeting, simply click the Join Online Meeting link in the email confirmation. If you chose to add it to your calendar, a link will be there as well.



The screenshot shows an email interface with the FreeBusy logo at the top. The main message states: "Your spot for test Parent conference was updated." Below this are two green buttons: "Add to Outlook" and "Add to Google Calendar". A horizontal line separates the buttons from the meeting details. The details include: Title: test Parent conference; Previous Date: Monday, January 16, 2023; Previous Time: 3:00 PM Eastern Standard Time; New Date: Monday, January 16, 2023; New Time: 1:15 PM Eastern Standard Time; Duration: 15 minutes; Location: online meeting with phone dial-in; and a "Join Online Meeting" link: <https://sayrevillek12.webex.com/sayrevillek12/j.php?MTID=mefc0f4a0cd40376e904b38c490e935c9>. A yellow arrow points to this link from a blue box on the right labeled "Link for meeting". Below the link is a section titled "What's next?" with the text "No action needed." and two options: "Need to reschedule? [Propose New Time](#)" and "Do you want to cancel this meeting? [Cancel](#)".

fr FreeBusy

Your spot for test Parent conference was updated.

Add to Outlook

Add to Google Calendar

---

Title: test Parent conference  
Previous Date: Monday, January 16, 2023  
Previous Time: 3:00 PM Eastern Standard Time  
New Date: Monday, January 16, 2023  
New Time: 1:15 PM Eastern Standard Time  
Duration: 15 minutes  
Location: online meeting with phone dial-in  
Join Online Meeting: <https://sayrevillek12.webex.com/sayrevillek12/j.php?MTID=mefc0f4a0cd40376e904b38c490e935c9>

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What's next?

No action needed.

Need to reschedule? [Propose New Time](#)  
Your current spot will be automatically cancelled if you reschedule.

Do you want to cancel this meeting? [Cancel](#)

Link for  
meeting