

**Scheduling Parent/Teacher Conferences on Genesis Parent Portal ([www.freeholdboro.k12.nj.us](http://www.freeholdboro.k12.nj.us))**

**On the right hand side under Site Shortcuts click on Genesis Parent Portal Link Box**

1. Login to Genesis Parent Portal



2. Click on the new Conference Tab



3. Click on Request a Conference

4. The Available Conference screen defaults to the current week. Click on the calendar icon and choose August 27, 2012



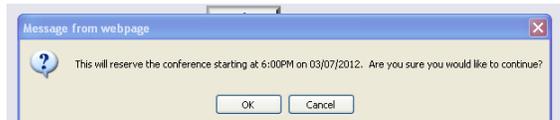
5. You will see conference dates and times listed for the teachers your child has.

6. Click on the date and time you would like to schedule a conference for

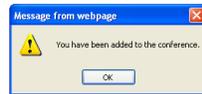


7. Click the Reserve button for the conference time you would like to schedule.

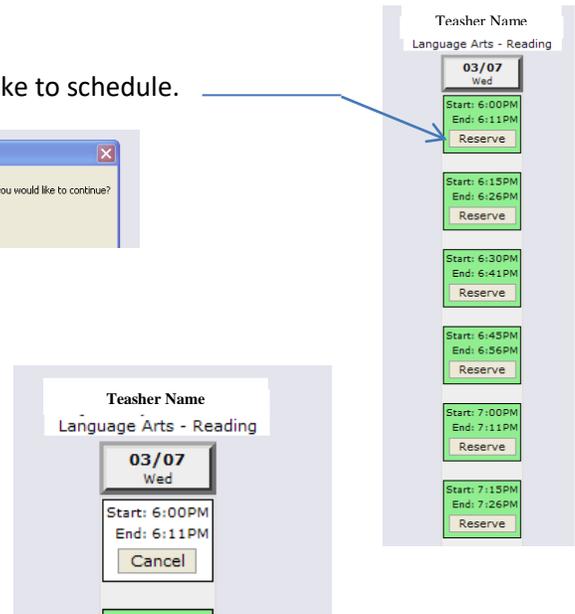
8. Click OK to continue



9. OK to confirm Conference



10. The conference icon will change to white indicating that you have reserved the conference slot. (example: Wed March 7<sup>th</sup> Start: 6:00pm)



11. To Cancel the conference time – click the Cancel button. You can ONLY cancel conferences you have scheduled.