

Faculty/Family Conferences (in-person)

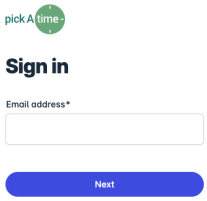
pickAtime Instructions

Step 1

Link to pickAtime online scheduler: https://pickatime.com/wma

For returning families, please use your email user name, for new families please create an account using the email address listed within PowerSchool.

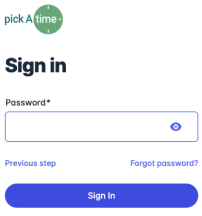




Step 2

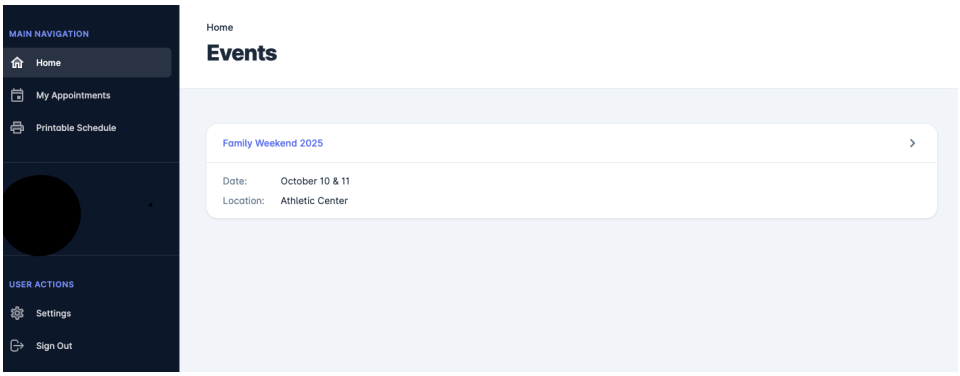
Submit your password.





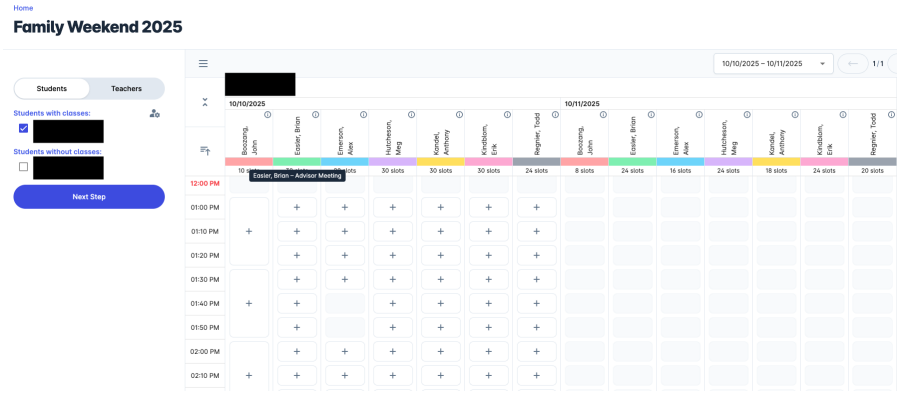
Step 3

Click “Family Weekend 2025”



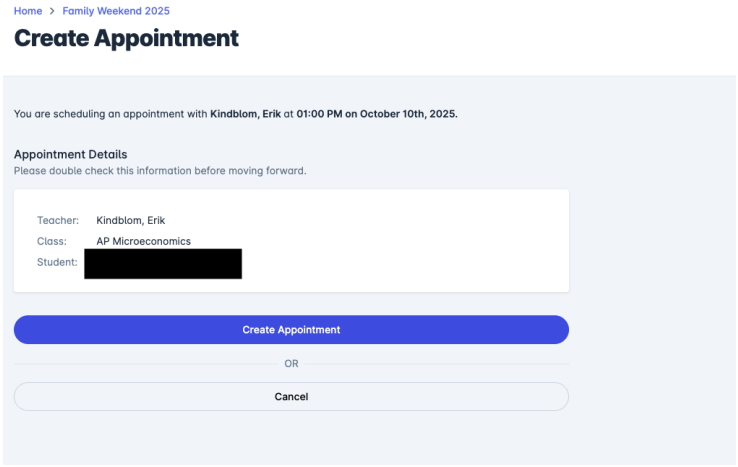
Step 4

“Students” tab allows you to select a conference day and time. “Teachers” tab provides your child/children’s teachers and class. Click the “+” to select a day and time per faculty member.



Step 5

After selecting the conference day and time, the appointment details will appear. To confirm the appointment, click “Create Appointment.”



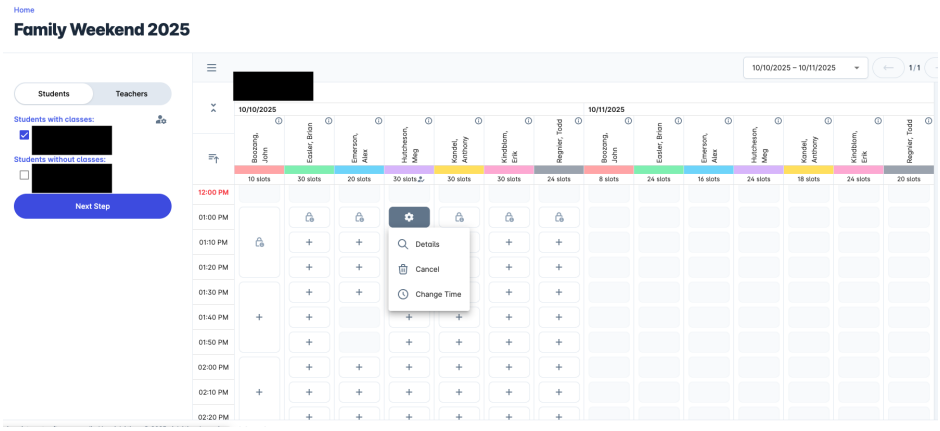
Step 6

Your screen will now return to the schedule screen showing the selected conference and allowing you to select additional conferences by clicking the “+”.

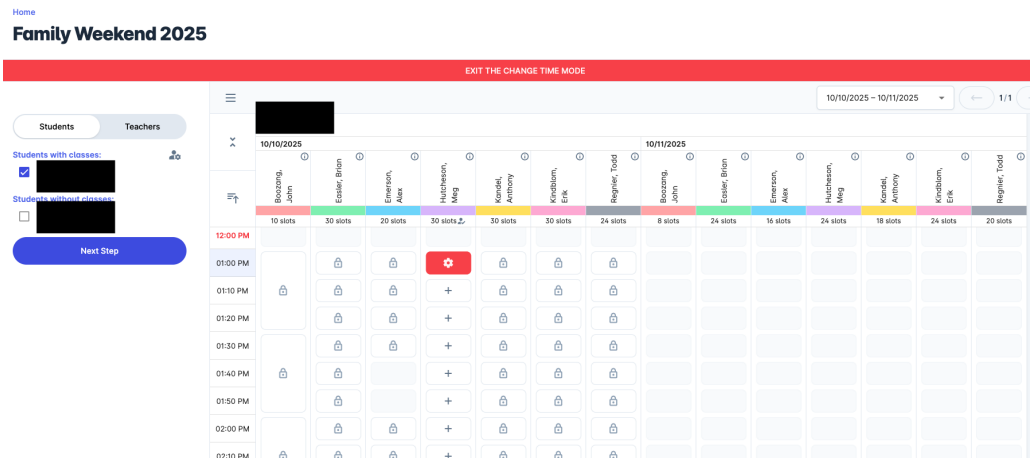


Step 7

If you need to revise your conference day and time, click the wheel icon for the scheduled conference and select “Change Time.”



Then select a new day/time.



Step 8

To view your conference schedule, click “Printable Schedule.”

