

1) All accounts have been cleared over the summer. The first time you sign-in each year, please click on

the “Create Account!” Button

Create Account!

2) Please enter your parent information into the “Create Account” screen

3) Enter your first child’s information on the “Add a Child” screen.

4) Check that you give consent to receive emails, so you can receive reminder emails with your children’s schedules ahead of parent teacher conferences.

Email address:



@ Test@test123.com

☒ I consent to receive email confirmations from PTC Wizard.

Submit

5) If you have more than one child, please click on “account settings” or the  and enter the rest of your children’s names:

Children + Add

First Name	Last Name	
Child1	Last Name	
Child2	Last Name	

6) Click “Add a Meeting”

7) Click on the appropriate school and date.

8) Check all of the teachers you would like to meet with for ALL of your children for that school and date.

9) To schedule meetings at another school/date, click on “Add a meeting”