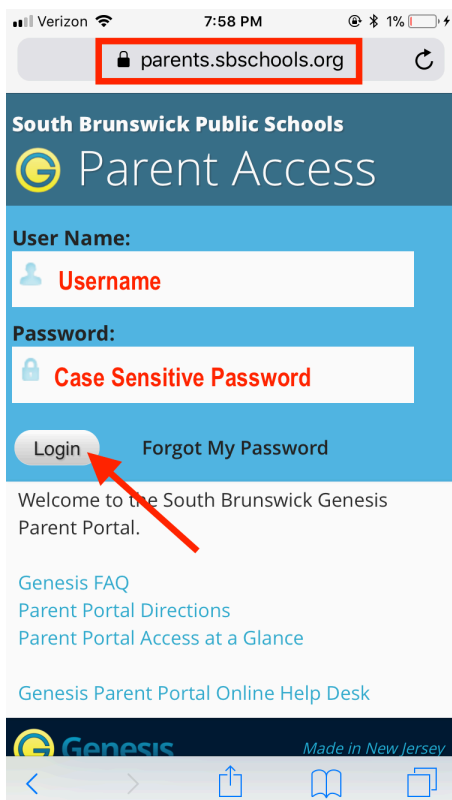
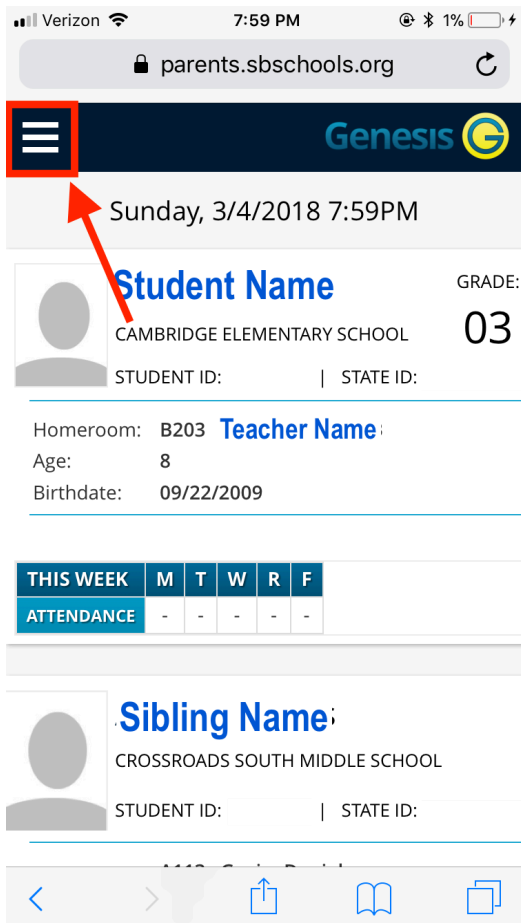


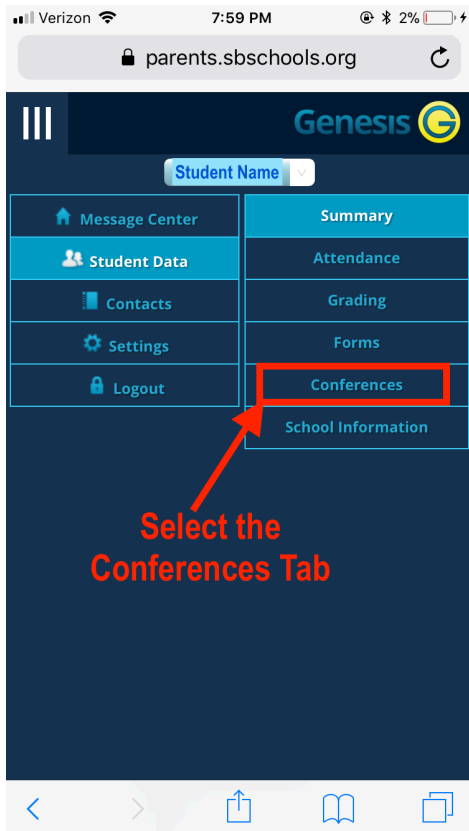
How-To Sign Up for Parent/Teacher Conferences in Genesis On the MOBILE site



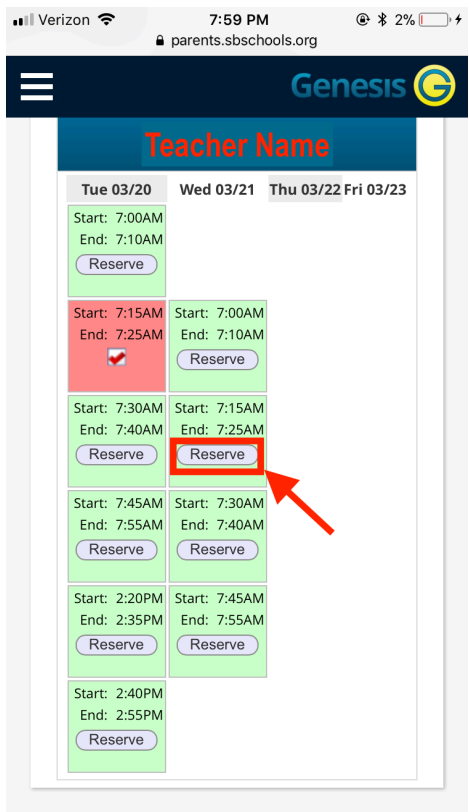
1. Visit parents.sbschools.org
2. Login using your email and case sensitive password
3. Select Log-in



4. Choose the menu button on the top left corner to view all of your tab options



5. Select the “Conferences” tab



6. Select the time you wish to schedule a conference by choosing the “Reserve” button.

Light Green = Available Time Slot

Red = Reserved for another student

****Note:** Time slots are filled on a **first come first serve basis**.

Verizon

7:59 PM

2%

parents.sbschools.org

Genesis

G

Teacher Name

Tue 03/20

Wed 03/21

Thu 03/22

Fri 03/23

Start: 7:00AM

End: 7:10AM

Start: 7:15AM

End: 7:25AM

Start: 7:30AM

End: 7:40AM

Start: 7:45AM

End: 7:55AM

Start: 2:20PM

End: 2:35PM

Start: 2:40PM

End: 2:55PM

Start: 7:00AM

End: 7:10AM

Start: 7:15AM

End: 7:25AM

Scheduled

Cancel

Start: 7:30AM

End: 7:40AM

Start: 7:45AM

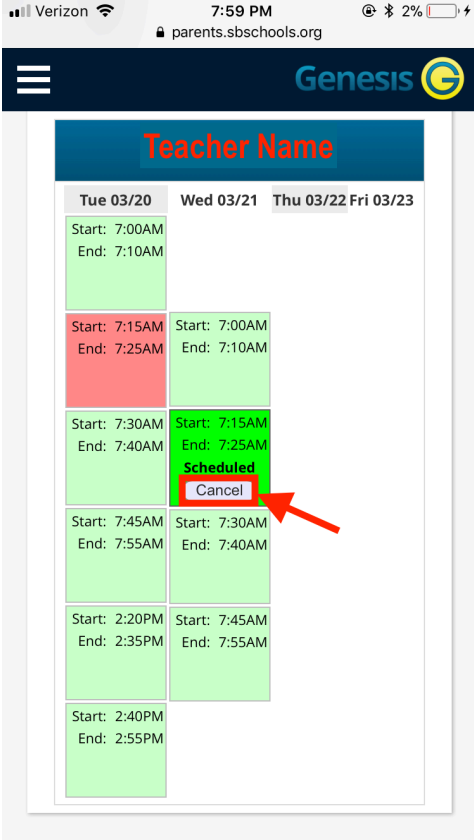
End: 7:55AM

9. Your selected time slot will now be in **bright green**.

Need to Reschedule? Continue to next page.

How-To Cancel a Parent/Teacher Conference in Genesis

****Note:** Please be sure to check the memo from your child's school with the deadline for signing up for conferences. At that point, the slots will be locked in and you will no longer be able to adjust your conference time selection. If you would like to reschedule your time slot PRIOR to this deadline, follow these steps...



The screenshot shows the Genesis app interface on a mobile device. At the top, the status bar shows 'Verizon', '7:59 PM', and '2%' battery. The app header includes the Genesis logo and a menu icon. Below the header, there's a section titled 'Teacher Name' with a date selector showing 'Tue 03/20', 'Wed 03/21', 'Thu 03/22', and 'Fri 03/23'. The main area displays a grid of conference slots with start and end times. One slot on Wednesday, March 21st, from 7:15AM to 7:25AM, is highlighted in green and labeled 'Scheduled'. A red arrow points to a 'Cancel' button located directly below this 'Scheduled' slot.

1. Select Cancel under your scheduled time slot.
2. Then, follow the steps on pages 1-3 of this document to choose a new conference time slot.