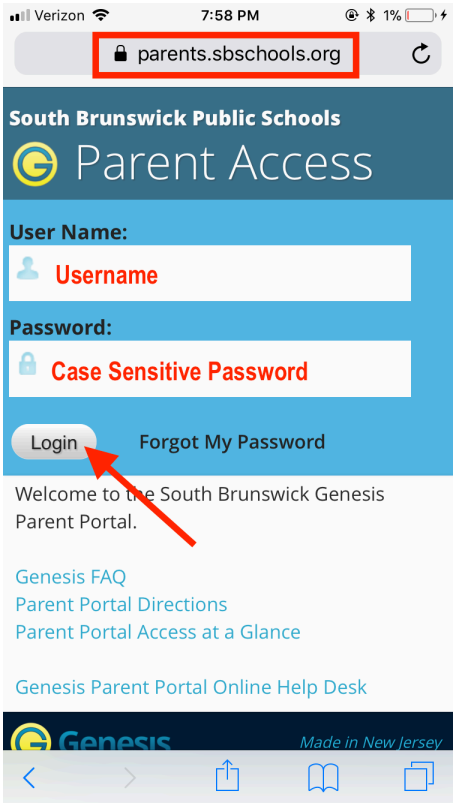
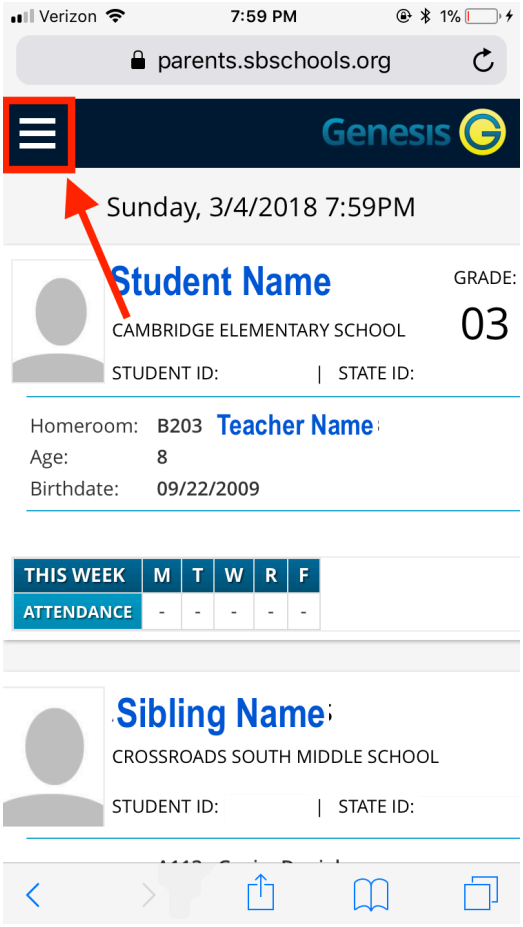
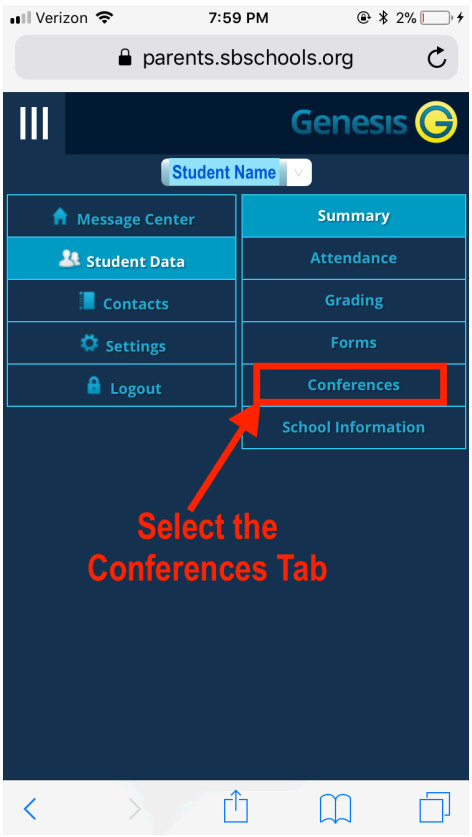
How-To Sign Up for Parent/Teacher Conferences in Genesis On the MOBILE site



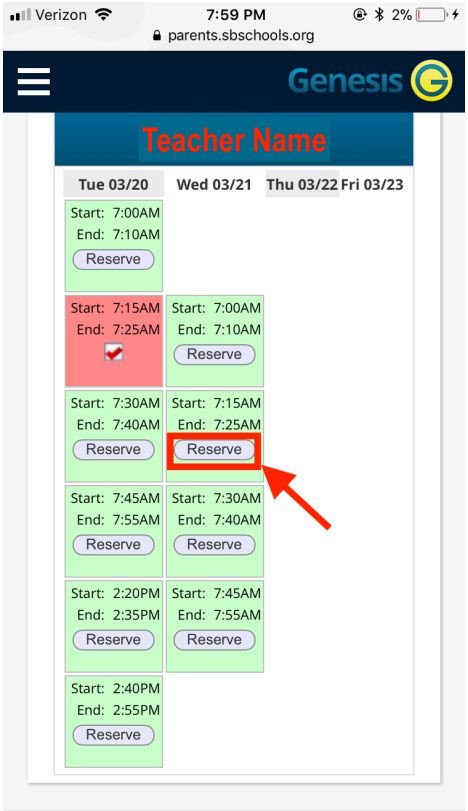
1. Visit parents.sbschools.org
2. Login using your email and case sensitive password
3. Select Log-in



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



5. Select the “Conferences” tab

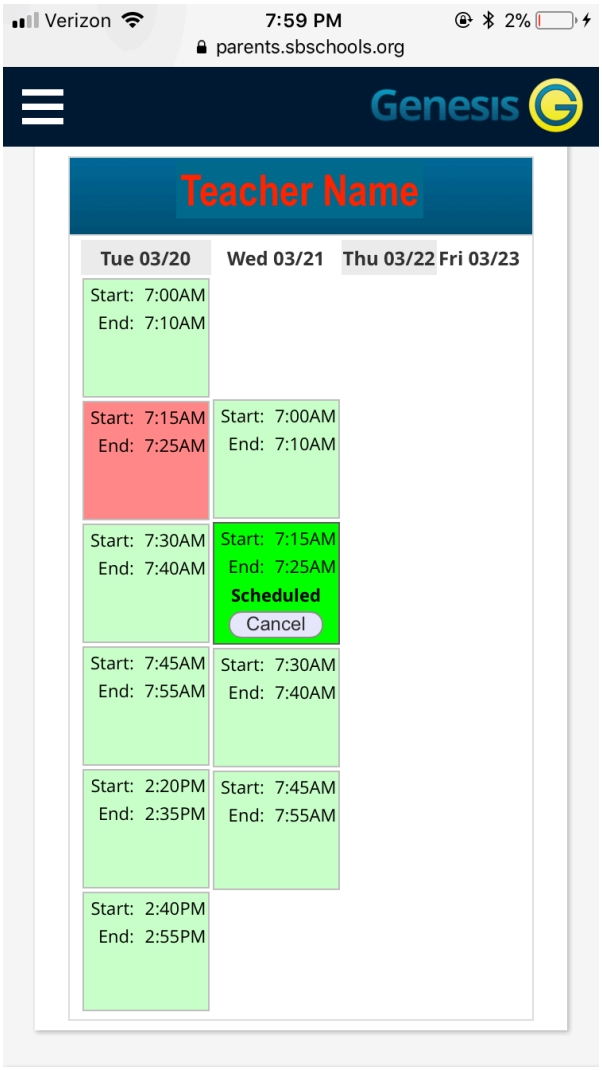


6. Select the time you wish to schedule a conference by choosing the “Reserve” button.

Light Green = Available Time Slot

Red = Reserved for another student

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

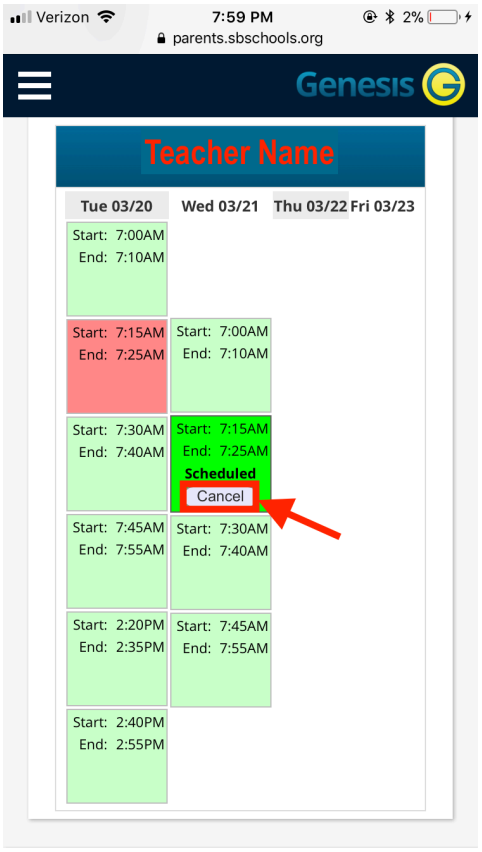


9. Your selected time slot will now be in bright green.

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…



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.