

<https://pickatime.com/client?ven=11611019&event=392765>

How to access pickatime's Parent Teacher Conference Scheduler

Sign In

- Enter your email address and push the "Next" button. A prompt will pop up to click to register. Enter your name and create a password.
- Once you login you should see an event titled 2023 Fall FHS Parent/Teacher Conferences and click on the title. Enter your child's name and birthdate following the two digit mm/dd/yy format. If you need to add another student, click on the Manage Students icon. For each student enter in the two prompts that your school requires and click Add Student. Continue this step for as many students you need to schedule for.

Select Students

- Once you have your student(s) listed in the Students section, check the box next to each student's name and press the "Next Step" button.

Select Teachers

- Check the box next to the names of the teacher(s) you'd like to book appointments with. Once you have finished, select "Filter Slots".

Scheduling

- Each square with a plus sign represents an available meeting time.
- Click on a square to book that time.
- Click "Create Appointment".
- After booking you will see a green bar that says "RETURN TO BOOKING". Click on it to continue booking.

Repeat until you have a time with each teacher you'd like to visit with.

You can click on the "Printable Schedule" link located on the left-hand side to print a copy of your schedule.

If you want to make appointment changes or cancel your appointment click on the "My Appointments" link on the left hand side. On the right side of each appointment you will see three dots. Hover your mouse to see available change options.

If you have any questions or need assistance in scheduling please call your school.

Virtual Appointments

When choosing a virtual appointment, before your allotted time an email will be sent with a link to a google meet room.