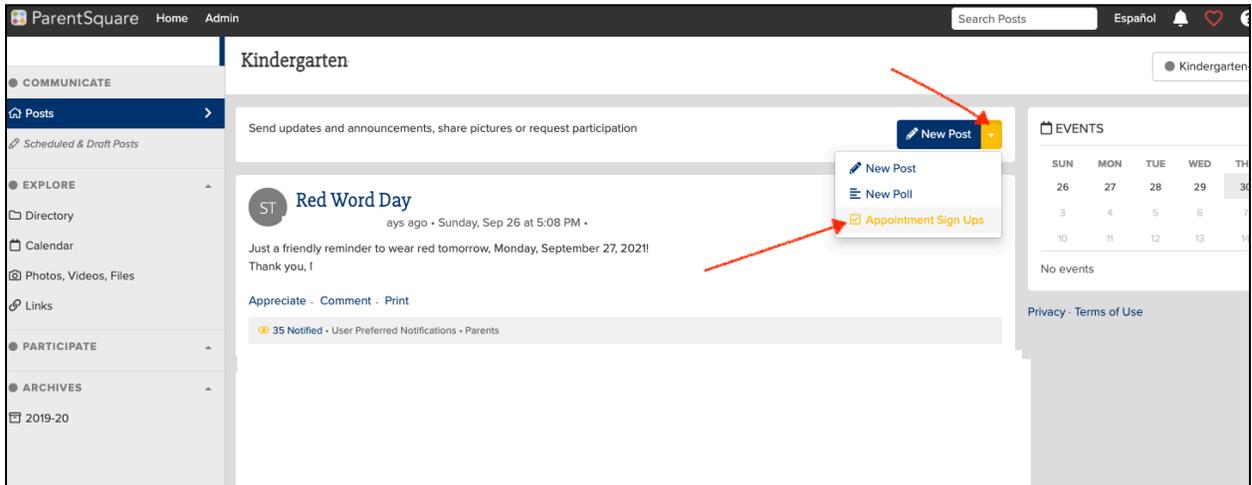


1. Parentsquare: Setting Up Appointment Slots- Getting Started

- Find the “New Post” button and click on the drop down menu
- Select “Appointment Sign Ups”



2. Setting Up Appointment Slots

- Enter the your conference dates (enter each date one by one)
- Enter the “Start Time”
- Enter the “End Time”
- (Break time is Optional - You can also enter a break time if you want)
- Enter the duration of the conferences
- Select “Next”

The screenshot shows the "Generate Appointment Sign Ups" form. At the top, there is a yellow banner with the text: "UPDATED: Conference Sign Ups is now Appointment Sign Ups and is able to be used for other types of appointments such as vaccination appointments, Chromebook pick ups, food distribution, etc." Below this, there is a heading: "Pick appointment dates and times to generate a post with sign ups. You can delete extra appointment slots on the next page." The form contains several input fields: "Date" (with an "Add Another Day" button and a "Remove" button), "Start Time" (with a placeholder "Time when first appointment starts e.g. 12:30 PM"), "End Time" (with a placeholder "Time when last appointment ends e.g. 4:00 PM"), "Appointment Duration" (with a placeholder "e.g. 20 minutes" and a "minutes" label), "Break between Appointments" (with a placeholder "e.g. 5 minutes" and a "minutes" label), and a checkbox for "Hide names of users who sign up". A "Next" button is at the bottom. Red arrows point to the "Date" field, the "Add Another Day" button, the "Start Time" field, the "End Time" field, the "Appointment Duration" field, the "Break between Appointments" field, and the "Next" button. A red arrow also points to the "Add Another Day" button with the text "Add each conference date one by one".

3. Appointment Slot Page

- The next Screen will display your list of appointment slots.
- Tailor the time slots to meet your schedule. You can delete time slots if needed.
- After you have finished making adjustments, select “Next”
- Next, you will be redirected to the “Appointment Post Page

Generate Appointment Sign Ups

The "Next" button allows you to specify recipients, subject and description for your sign up post.

Sign up slot title *For each sign up slot e.g. Conference Time Slot, Vaccine Appointment, Chromebook Pick up*

Available spots in appointment slot *Number of people who can sign up for each slot*

| Thursday, 09/30/2021 | |
|----------------------|--|
| 12:30 PM - 12:50 PM | |
| 12:55 PM - 01:15 PM | |
| 01:20 PM - 01:40 PM | |
| 01:45 PM - 02:05 PM | |
| 02:10 PM - 02:30 PM | |
| 02:35 PM - 02:55 PM | |
| 03:00 PM - 03:20 PM | |
| 03:25 PM - 03:45 PM | |
| 03:50 PM - 04:10 PM | |

Next << Start Over

Select "Next" when finished editing.

Tailor the appointment slots to your schedule by deleting appointment slots.

4. Appointment Post Page

- On the “Appointment Post Page” edit the “Description” section.
- If needed, you can select “Translate Now” (Optional)
- On the bottom of the “Appointment Post Page” will see the list of conference slots. You can add or remove slots if needed.
- You can edit the appointment titles to offer: In - person or Zoom options.
- After you have made any necessary changes, select “Post Now”
- Next, parents will receive a text or email and will be able to sign up for a conference directly from any mobile device.
- Parent names will appear in your appointment slots as they sign up.

ParentSquare Home Admin Search Posts Sandy Tapia

POST ADD-ONS

- Calendar Entry/ RSVP
- Attach Photos Or Files
- Forms / Permissions
- Ask for Items
- Request Volunteers

To
Select or start typing names of classes or groups to post to

Who should see this? Staff and Parents

Subject
Appointment Sign Ups - Tapia

Description

Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone!

NOTIFICATION OPTIONS

- Send at user preferred time (instant or digest)
- Send instantly (overrides digest setting)
- Do not notify (only post on 'Posts' page)

Post Now Preview

Click to edit Google-translated text for Spanish

Edit Translation

Click to edit Google-translated text for Spanish

Edit Translation

POST ADD-ONS

- Calendar Entry/ RSVP
- Attach Photos Or Files
- Forms / Permissions
- Ask for Items
- Request Volunteers

Learn more about Volunteer Lists

Sign Ups List Title E.g. Conference Time Slot, Volunteer List, Vaccine Appointment

Appointment Sign Ups

When do you want people to sign up? (optional) 2021-09-30 Remove Date Remove All

| What do you want people to do? | Task Time (optional) | | Needed | |
|--------------------------------|----------------------|----------|--------|---|
| Appointment Time Slot | 12:30 PM | 12:50 PM | 1 | X |
| Appointment Time Slot | 12:55 PM | 01:15 PM | 1 | X |
| Appointment Time Slot | 01:20 PM | 01:40 PM | 1 | X |
| Appointment Time Slot | 01:45 PM | 02:05 PM | 1 | X |
| Appointment Time Slot | 02:10 PM | 02:30 PM | 1 | X |
| Appointment Time Slot | 02:35 PM | 02:55 PM | 1 | X |
| Appointment Time Slot | 03:00 PM | 03:20 PM | 1 | X |
| Appointment Time Slot | 03:25 PM | 03:45 PM | 1 | X |
| Appointment Time Slot | 03:50 PM | 04:10 PM | 1 | X |

Add Task Repeat

Add Another Day

Edit appointment titles to offer in-person or Zoom options