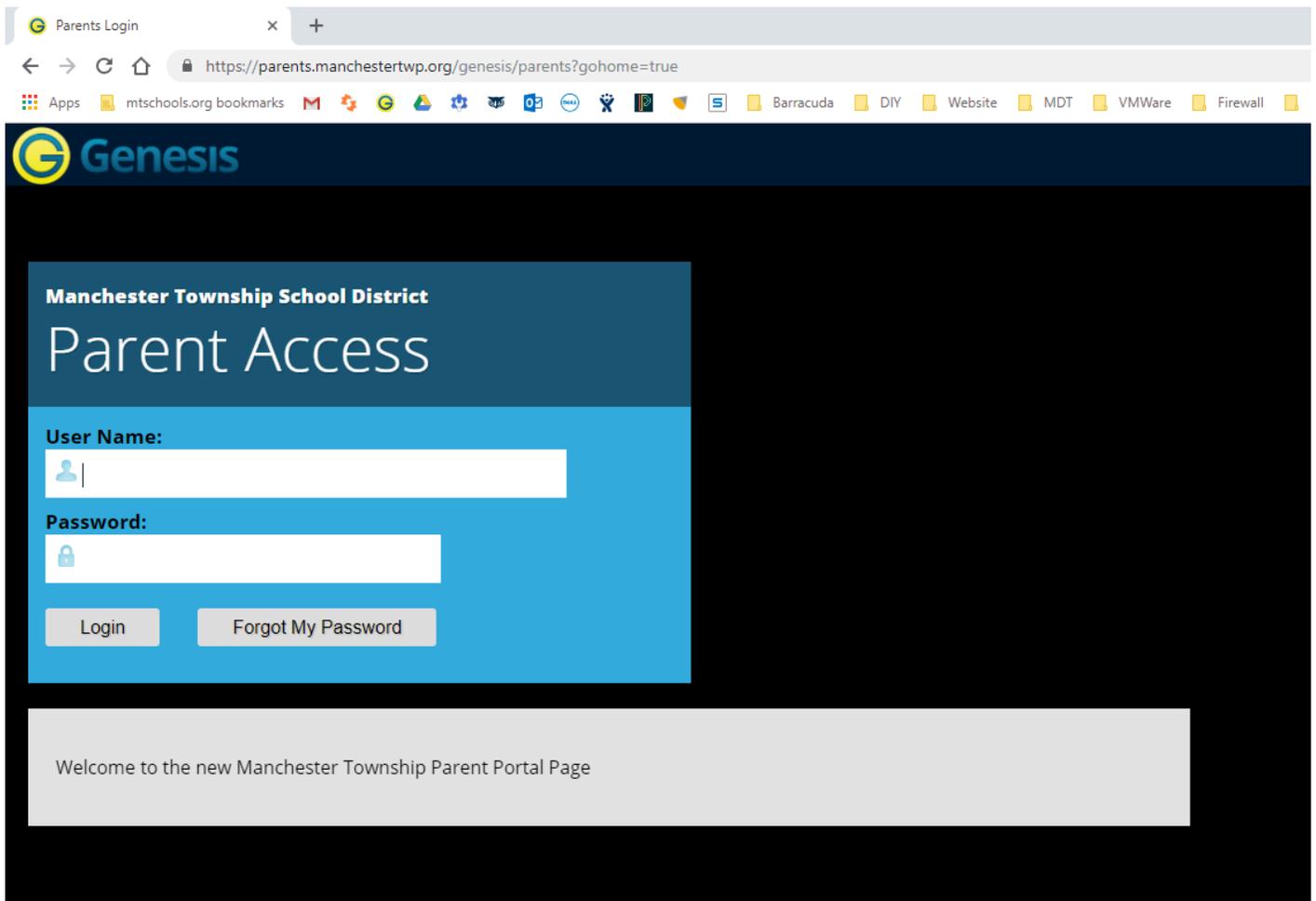


How to Book a Conference with the Parent Portal

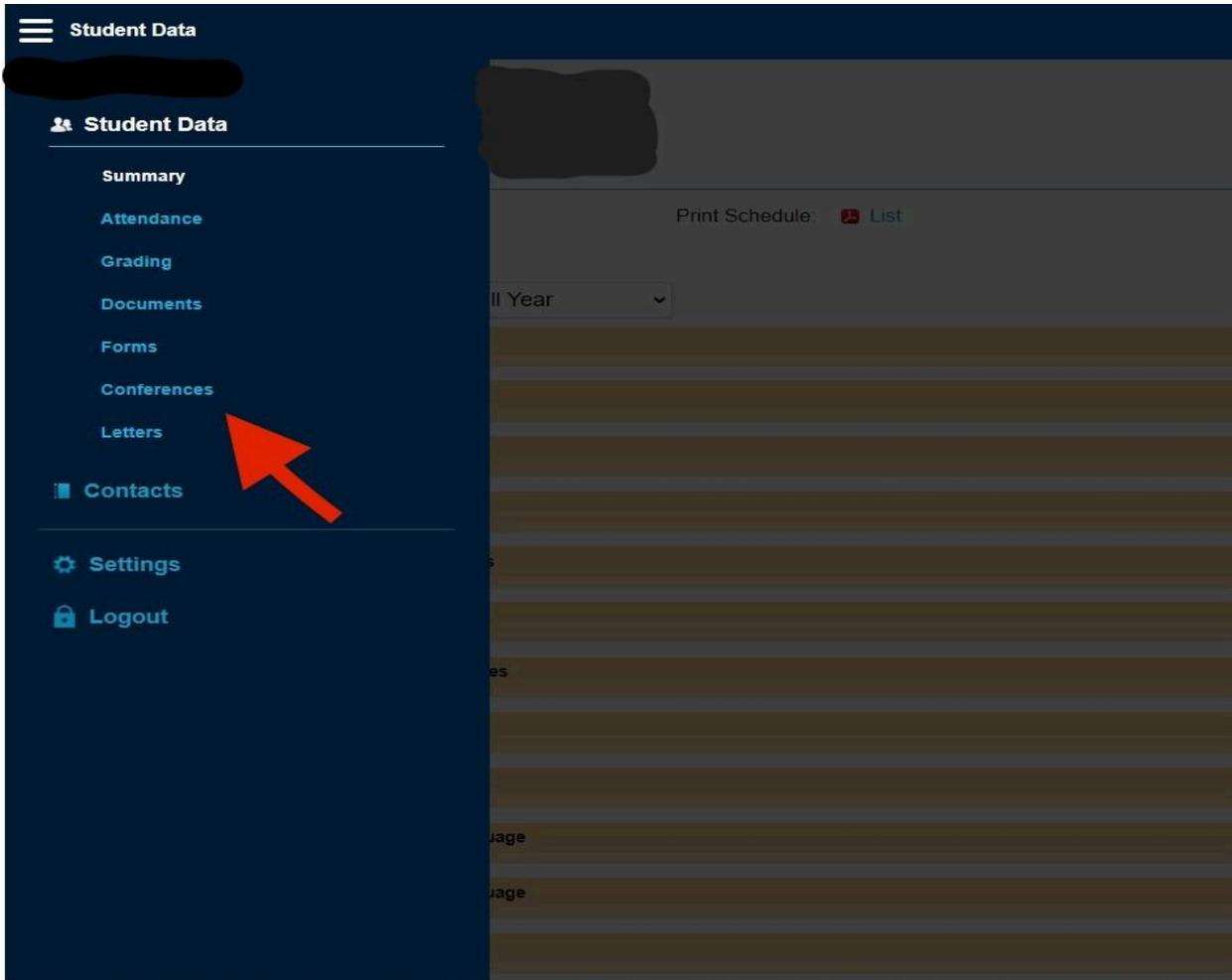
The Manchester Township School District is happy to announce that you will be able to book Parent-Teacher Conferences online through the Parent Portal. To book an appointment online follow the instructions below.

1. Visit [The Parent Portal](#) and login with your parent portal credentials.



The image shows a web browser window with the URL <https://parents.manchestertwp.org/genesis/parents?gohome=true>. The page features the Genesis logo and the text "Manchester Township School District Parent Access". Below this, there are two input fields: "User Name:" with a person icon and "Password:" with a lock icon. There are two buttons: "Login" and "Forgot My Password". At the bottom, a grey box contains the text "Welcome to the new Manchester Township Parent Portal Page".

2. Next, you will need to click the three lines for the menu in the upper left corner, then select the **“Conferences”** tab after successfully logging into the Parent Portal.



3. Once you are in the Conferences screen, click on the link that says **“Schedule Conference for Fall or Spring Parent/Teacher Conferences”**

Upcoming Conferences for Lucas Skywalker

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION
<i>No conferences have been scheduled</i>						



[Schedule conference for Fall Parent/Teacher Conferences](#)



[Request a Conference](#)

3. Next, click on the **“Reserve”** Button under the Teacher/Subject/Time that you would like to schedule. Please keep in mind that it will only let you book a one-time slot per teacher.

Fall Parent/Teacher Conferences

YATES, ELIZABETH ENGLISH 12, S1			ENO, ERICA HPE 12, FY		
Tuesday 10/23	Wednesday 10/24	Thursday 10/25	Tuesday 10/23	Wednesday 10/24	Thursday 10/25
Start: 12:00PM End: 12:14PM Reserve					
Start: 12:15PM End: 12:29PM Reserve					
Start: 12:30PM End: 12:44PM Reserve					
Start: 12:45PM End: 12:59PM Reserve					
Start: 1:00PM End: 1:14PM Reserve					
Start: 1:15PM End: 1:29PM Reserve					
Start: 1:30PM					

4. Finally, after reserving your time, you will see the time slot highlighted green. You may also cancel the meeting by clicking the yellow **“Cancel”** button. As a reminder, you will receive an email 24 hours prior to the meeting.

Fall Parent/Teacher Conferences

YATES, ELIZABETH ENGLISH 12, S1			ENO, ERICA HPE 12, FY		
Tuesday 10/23	Wednesday 10/24	Thursday 10/25	Tuesday 10/23	Wednesday 10/24	Thursday 10/25
Start: 12:00PM End: 12:14PM Scheduled Cancel	Start: 12:00PM End: 12:14PM i	Start: 12:00PM End: 12:14PM i	Start: 12:00PM End: 12:14PM i	Start: 12:00PM End: 12:14PM i	Start: 12:00PM End: 12:14PM Scheduled Cancel
Start: 12:15PM End: 12:29PM i	Start: 12:15PM End: 12:29PM i	Start: 12:15PM End: 12:29PM i	Start: 12:15PM End: 12:29PM i	Start: 12:15PM End: 12:29PM i	Start: 12:15PM End: 12:29PM i
Start: 12:30PM End: 12:44PM i	Start: 12:30PM End: 12:44PM i	Start: 12:30PM End: 12:44PM i	Start: 12:30PM End: 12:44PM i	Start: 12:30PM End: 12:44PM i	Start: 12:30PM End: 12:44PM i
Start: 12:45PM End: 12:59PM i	Start: 12:45PM End: 12:59PM i	Start: 12:45PM End: 12:59PM i	Start: 12:45PM End: 12:59PM i	Start: 12:45PM End: 12:59PM i	Start: 12:45PM End: 12:59PM i
Start: 1:00PM End: 1:14PM i	Start: 1:00PM End: 1:14PM i	Start: 1:00PM End: 1:14PM i	Start: 1:00PM End: 1:14PM i	Start: 1:00PM End: 1:14PM i	Start: 1:00PM End: 1:14PM i

5. A print out of the teacher's meeting rooms will be available on the day/night of the conference.
6. If you have any problems logging into the Parent Portal, please email ParentPortal@mtschoools.org.