

Scheduling System:

We will be using **PTCFast** to facilitate appointments.

Steps to Schedule an Appointment:

1. **Create an Account:**
 - Use the following [link to create your WW account](#)
 - During registration, please include the phone number you would like us to use to contact you during conferences.
2. **Select Teachers:**
 - Choose the teacher(s) you wish to meet with.
 - Click **Submit**.
3. **Complete Sign-Up:**
 - Fill out the sign-up form and submit.
 - Repeat this process for each student you are requesting a conference for.
4. **Check Your Email:**
 - After completing registration, you will see a message confirming your registration.
 - Look for an email with the subject header "**Select Date/Time for Teacher Conference Now.**"
 - Click the link in the email to pick a time slot for your conference.
5. **Note:**
 - Email delivery may take up to 15 minutes.
 - Please check your Spam folder if you do not see the email.
6. **Select Conference Time:**
 - Use the link in the received email to choose your conference time.
7. **Register for Additional Classes:**
 - At the bottom of the form, you can register for additional classes if you are meeting more than one teacher, or you can confirm and exit.

Important:

- Scheduling for conferences will open today and close one day prior to the scheduled conference day.

Confirmation:

You will receive a confirmation email to let you know that your appointment has been scheduled.

Contact for Support:

If you have any questions or issues, please contact **Nanette Chow** at the Wildwood office:

- Phone: **651-407-2102**
- Email: nanette.chow@isd832.net