

Parent Teacher Conferences

Directions for Registering Online

Step 1

When Registration Opens, go to https://ptcfast.com/schools/GMS_Conferences

Step 2

Select all teacher names you want to set a conference with. Then press submit.
If you have multiple children at GMS you can do this all at once for all children.

The screenshot shows the 'Goochland Middle School Conference Scheduler' interface. At the top, it says 'Goochland Middle School, Goochland, VA Conference Scheduler'. Below this is a welcome message: 'Welcome to the Goochland Middle School parent teacher conference scheduling system. Please select your conference (or conferences) below, then press "Submit". You will be asked to select the event and then enter your names and email. The system will then send you a link to choose your appointment time(s). From that link you may add or change times.' The main area contains two columns of checkboxes, each next to a blurred teacher name. The first column has 15 checkboxes, with the 2nd and 10th ones checked. The second column has 15 checkboxes, all of which are unchecked. At the bottom right of the form is a red 'Submit' button. At the very bottom, there is a small copyright notice: 'Copyright © 2009-2022 PTCFast, LLC. All rights reserved.' and a watermark 'Made with Tango.us'.

Step 3

Select if you are signing up ONE STUDENT or for MORE THAN ONE STUDENT.

You have selected 3 conferences.

- ☐ These are all for one student.
- ☐ These are for more than one student.
- ☐ Return me to the conference list to re-choose my conferences

Made with Tango.us

Step 4 - ONE STUDENT

Fill out your Student Information & Parent Information

Student Sign up for

In PTFast, you first register with name and contact information. We then create a registration and send you a confirmation email with a link to choose your appointment time. You can also add and change both registrations and appointments. ([Learn about Our Privacy Policy.](#))

Student's first name

Eddie

Student Info

Student's last name

Eagle -- enter whatever best identifies the student to the teacher.

Your name

Elizabeth Eagle -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Parent Info

Your email address

elizabeth eagle@nest.com -- where should we send your confirmation information?

Confirm email address

elizabeth eagle@nest.com

Phone

800-123-4567 --optional

Submit

-- Press here to begin signup process

Made with Tango.us

Step 4 - MORE THAN ONE STUDENT

Identify student name for each teacher.

Hello ,

We need to know which students you will be registering for which conferences:

Conference Name	Student First Name	Student Last Name
	Edith	Eagle
	Eddie	Eagle
	Edith	Eagle

Student Info

- ☐ Done with names; proceed with registration
- ☐ Return to conference list to select new conferences
- ☐ I do not wish to complete my registration; cancel this process

Made with Tango.us

Complete parent information.

Student Sign up for

Your name

Elizabeth Eagle -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Parent Info

Your email address

gmseagles@gind.k12.va.us -- where should we send your confirmation information?

Confirm email address

gmseagles@gind.k12.va.us

Phone

800-123-4567 --optional

Submit

-- Press here to begin signup process

Made with Tango.us

Step 7

Check your email and find the email from PTCFast.com with the link to register. It might take a few minutes to get the link!

Select Date/Time for Teacher Conference Now External Inbox x



PTCFast.com <do-not-reply@ptcfast.com>
to me

11:30 AM (39 minutes ago) ☆ ↶ ⋮

Dear Elizabeth Eagle,

Thank you for registering for your parent-teacher conference. Please click on the link below to complete the process and pick your specific date and time:

School: Goochland Middle School - Goochland, VA (Free Demo account - limit 5 parents)

Conference: [redacted]

Student Name: Eddie Eagle

Date/Time: Not selected

PTCFast sign-in link: [YFC030147178](#)

[Click here to select conference time.](#)

The deadline for registering is end of day before each conference day .

(Note: at this link you can also edit, add and delete other appointments)

If for any reason you have a problem with the link above, you may click on [www.ptcfast.com/parentaccess.php](#), and enter this code: YFC030147178

If you are requesting a virtual conference, please reply to the notification email. I will send you directions to join.

Thank you,

Made with Tango.us

Step 8

Select appointment times for teacher.

Time Picker

Your Appointments **Appointment Selection**

Goochland Middle School	Goochland Middle School	Goochland Middle School	Goochland Middle School
For: Eddie Eagle	For: Eddie Eagle	For: Eddie Eagle	For: Eddie Eagle
Edit Name	Edit Name	Edit Name	Edit Name
Booked: Mon, Oct 24 at 12:20 PM Remove appointment ☐	Booked: Mon, Oct 24 at 12:50 PM Remove appointment ☐	Booked: Mon, Oct 24 at 1:10 PM Remove appointment ☐	Booked: Mon, Oct 24 at 1:10 PM Remove appointment ☐
Mon, Oct 24 (10 min appts)	Mon, Oct 24 (10 min appts)	Mon, Oct 24 (10 min appts)	Mon, Oct 24 (10 min appts)
☐ 12:00 PM Available	☐ 12:00 PM Available	☐ 12:00 PM Available	☐ 12:00 PM Available
☐ 12:10 PM Available	☐ 12:10 PM Available	☐ 12:10 PM Available	☐ 12:10 PM Available
☒ 12:20 PM Eddie Eagle	☐ 12:20 PM Available	☐ 12:20 PM Available	☐ 12:20 PM Available
☐ 12:30 PM Available	☐ 12:30 PM Available	☐ 12:30 PM Available	☐ 12:30 PM Available
☐ 12:40 PM Available	☐ 12:40 PM Available	☐ 12:40 PM Available	☐ 12:40 PM Available
☐ 12:50 PM Available	☒ 12:50 PM Eddie Eagle	☐ 12:50 PM Available	☐ 12:50 PM Available
☐ 1:00 PM Available	☐ 1:00 PM Available	☒ 1:00 PM Available	☒ 1:00 PM Available
☐ 1:10 PM Available	☐ 1:10 PM Available	☐ 1:10 PM Available	☐ 1:10 PM Available
☐ 1:20 PM Available	☐ 1:20 PM Available	☐ 1:20 PM Available	☐ 1:20 PM Available
☐ 1:30 PM Available	☐ 1:30 PM Available	☐ 1:30 PM Available	☐ 1:30 PM Available
☐ 1:40 PM Available	☐ 1:40 PM Available	☐ 1:40 PM Available	☐ 1:40 PM Available
☐ 1:50 PM Available	☐ 1:50 PM Available	☐ 1:50 PM Available	☐ 1:50 PM Available
☐ 2:00 PM Available	☐ 2:00 PM Available	☐ 2:00 PM Available	☐ 2:00 PM Available
☐ 2:10 PM Available	☐ 2:10 PM Available	☐ 2:10 PM Available	☐ 2:10 PM Available

Register another conference at Goochland Middle School for Eddie Eagle

Add a different student at Goochland Middle School

Display/Print Schedule

To register appointments for

Made with Tango.us

Step 9

If you need to add more teachers or add another student, you can do so at any time.

Register for additional classes

Register another conference at Goochland Middle School for Eddie Eagle

Add a different student at Goochland Middle School

Available ☐ 5:40 PM Available ☐ 5:40 PM Available ☐ 5:40 PM Available

Available ☐ 5:50 PM Available ☐ 5:50 PM Available ☐ 5:50 PM Available

Available ☐ 6:00 PM Available ☐ 6:00 PM Available ☐ 6:00 PM Available

Available ☐ 6:10 PM Available ☐ 6:10 PM Available ☐ 6:10 PM Available

Available ☐ 6:20 PM Available ☐ 6:20 PM Available ☐ 6:20 PM Available

Available ☐ 6:30 PM Available ☐ 6:30 PM Available ☐ 6:30 PM Available

Available ☐ 6:40 PM Available ☐ 6:40 PM Available ☐ 6:40 PM Available

Available ☐ 6:50 PM Available ☐ 6:50 PM Available ☐ 6:50 PM Available

Register for Additional Classes **Confirm Selections and Exit**

Copyright © 2009-2022 PTCFast, LLC. All rights reserved. Made with Tango.us

Step 10

Click on Confirm Selections and Exit

Available ☐ 5:40 PM Available ☐ 5:40 PM Available ☐ 5:40 PM Available

Available ☐ 5:50 PM Available ☐ 5:50 PM Available ☐ 5:50 PM Available

Available ☐ 6:00 PM Available ☐ 6:00 PM Available ☐ 6:00 PM Available

Available ☐ 6:10 PM Available ☐ 6:10 PM Available ☐ 6:10 PM Available

Available ☐ 6:20 PM Available ☐ 6:20 PM Available ☐ 6:20 PM Available

Available ☐ 6:30 PM Available ☐ 6:30 PM Available ☐ 6:30 PM Available

Available ☐ 6:40 PM Available ☐ 6:40 PM Available ☐ 6:40 PM Available

Available ☐ 6:50 PM Available ☐ 6:50 PM Available ☐ 6:50 PM Available

Register for Additional Classes **Confirm Selections and Exit**

Made with Tango.us

Step 11

After submitting, you will also get an email listing all your conferences.

Time Picker

Thank you for signing up; we will send you an email confirmation and reminder. You will also receive a link that you may use if you wish to change your appointment later.

If you wish to have a printed copy of your appointments, please [click here](#) or simply print the email you will receive.

No further action required.

Made with Tango.us