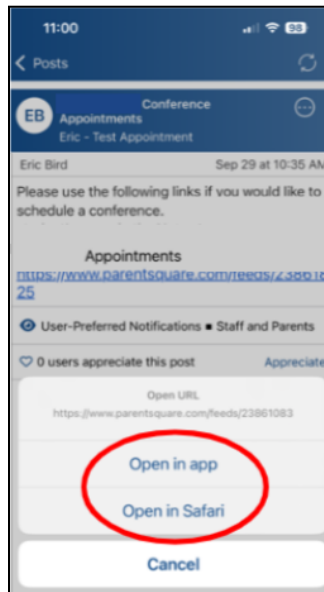


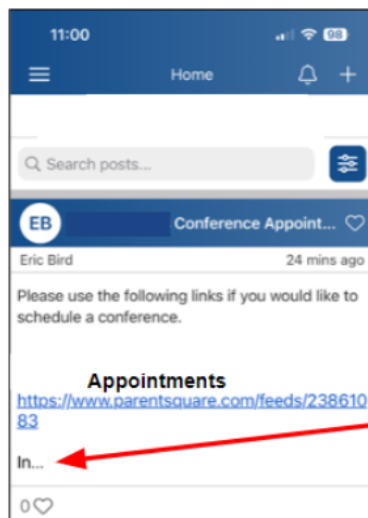
Sign Up for a ParentSquare Conference Using a Cell Phone

The process of clicking on links and signing up for conferences *using a computer* tends to be straightforward and fairly easy, but when using a cell phone there are particular steps that need to be followed to navigate successfully.

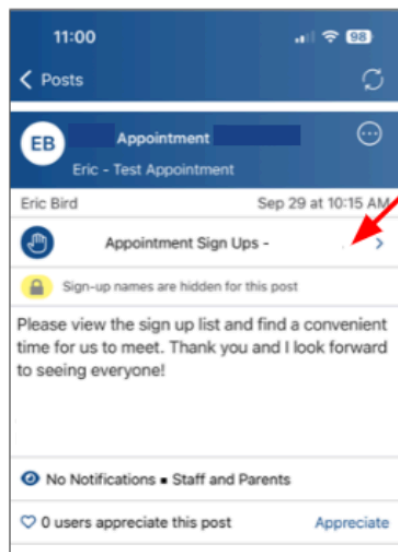
At some point in the process, you may need to select to either “Open in app” (if you have already connected and have the ParentSquare app) **or** to open in a browser.



- 1) Opening the post that an administrator sends via ParentSquare will likely only open *some* of the content. To see the entire message (including links and all information), click the bottom of the message where you see the “...” to expand the content.



- 2) Click on the desired conference link (either directly in the post {Woodbury & Elementary} or in the linked spreadsheet {High School}). This will take you to that *specific* ParentSquare post for scheduling. Click on the title with the arrow at the top to see the available conference times.



- 3) Select an available time slot and **select your student's name**. Add any needed information to the Notes section. (At **Salem High School**, all conferences will be in person unless “Zoom” is specified in the notes section.)

