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Dear Parents and Guardians,

I hope this message finds you and your family in good health and high spirits. We are excited to share some important information with you regarding our upcoming parent-teacher conferences and the use of SignUpGenius for scheduling purposes.

Last spring, we introduced SignUpGenius as a tool to streamline our conference scheduling procedures. The response from both our dedicated staff and our supportive parents was overwhelmingly positive. As a result, we have decided to continue using SignUpGenius as the platform for organizing meeting times for this year's parent-teacher conferences.

**Here are the directions on how to use SignUpGenius:**

**Accessibility:** SignUpGenius can be accessed through any web browser and is also available as a mobile app. While downloading the app is not mandatory, it can make viewing and signing up more convenient. Once you receive the link from your child's teacher, you can use it to sign up for specific conference times.

**Choose a Time Slot:** After clicking the link provided by your child's teacher, you will see a list of available conference times for Wednesday October 11th. Choose a time slot that suits your schedule and click the "Sign Up" button next to it. Then scroll down and click "Save and Continue."

**Provide Information:** You will be prompted to enter your name and email address. Depending on your child's teacher's preferences, you may also need to provide additional information, such as your child's name and any specific details about your child, to confirm your booking.

**Submit Your Booking:** Once you have entered all the required information, click the "Sign Up Now" button to confirm your conference time. You should receive a confirmation email with the details of your conference time slot.

**Edit or Cancel Your Booking (Optional):** If you need to make changes to your booking, you can do so by logging into your SignUpGenius account and selecting the conference sign-up you registered for. From there, you can edit your booking or cancel it if necessary.

That's all there is to it! By following these simple steps, you'll be able to sign up for a parent-teacher conference using SignUpGenius.

We appreciate your cooperation in using this platform to make the scheduling process smoother for everyone involved. If you encounter any difficulties or have questions, please don't hesitate to reach out to us. We look forward to productive and informative parent-teacher conferences.

Best regards,

*Don*

Don Ryan  
Principal  
Weyauwega and Fremont Elementary, Fremont STEM Academy