

Welcome to Mahtomedi Middle School Fall Conferences

We will be using a conference scheduling system called [PTCFast](#) to facilitate conference appointments. To schedule an appointment please use the following link to [create your Mahtomedi Middle School account](#).

[Conference Set Up Video](#) - *please check out the following link from a previous conference season if you would like a video tutorial.*

1. Once you have logged in, choose the teacher(s) you want to meet with and click submit, complete the sign up form and submit again. You will need to repeat this process for each student you are requesting a conference for. After completing the registration process, you will see the following message;
 - a. **Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.**
 - b. **Note: Email sometimes does not get delivered immediately, please allow up to 15 minutes. You might also check your Spam folder.**
2. Use the link in the email you receive and simply choose the time for your conference meeting.
3. At the bottom of the form, you can choose to register for additional conferences if you will be meeting more than one teacher, or you can confirm and exit. Scheduling of conferences is now open and will close one day prior to the scheduled conference day.
4. You will receive a confirmation to the email on record to let you know that the appointment was scheduled. If you have any issues or questions please contact Rachel Bolte at rachel.bolte@isd832.net for support.