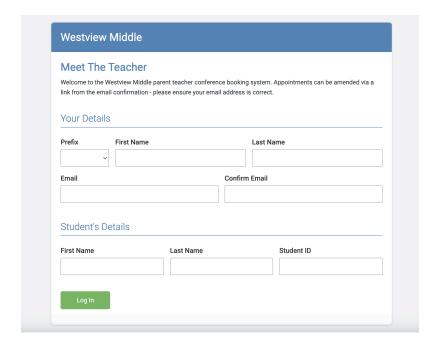
## Westview Middle School Parent Teacher Conferences Conference Booking Instructions

When you schedule a conference, you will be meeting with the teaching team. You will not schedule a time to meet with each individual teacher. Elective teachers are available to meet on a drop-in basis before or after you meet with the core team.

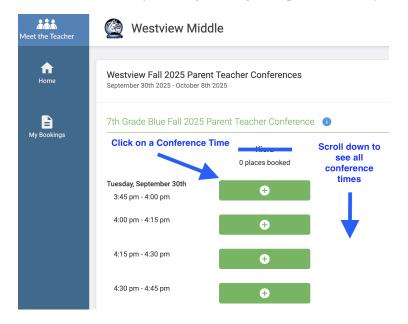
Teachers will be eating dinner and unavailable between 6:00 - 6:30.

Log in to Meet the Teacher <a href="https://westviewmiddle.meettheteacher.com/">https://westviewmiddle.meettheteacher.com/</a>

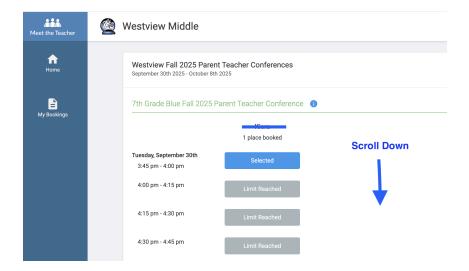
You will see this screen, enter the information requested and click on "log in".



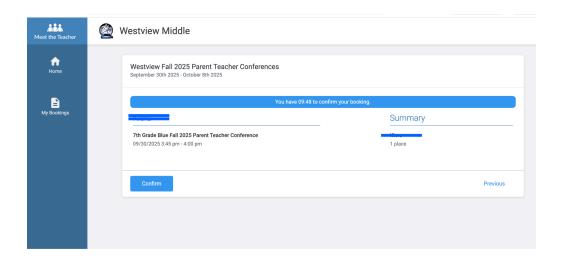
Select a conference by clicking on the green "plus" to select your desired conference time.



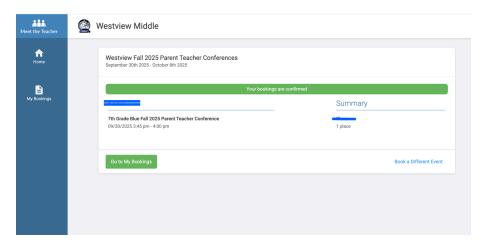
You will then see this screen indicating that you have booked one "place" or conference time. It will show up in blue. Scroll to the bottom and click on the blue "next" button located at the very bottom of the page.



You will then see this screen. You have 10 minutes to confirm you conference time by clicking on the blue "confirm button.



You will then see this screen. Your conference is booked!



Click on the green "Go to my Bookings" button and you will see this confirmation screen

