

BLOOMSBURY'S ONLINE PARENT/TEACHER CONFERENCE SYSTEM HELP DOCUMENT

1. Go to bburyes.org and click on the Parent Involvement tab on the menu bar at the top of the page.
2. From the pop up menu select Parent Teacher Conferences.
3. The conference scheduler page will be similar to the one pictured below. Select the conference or conferences you wish to schedule. You may select multiple conferences by checking multiple boxes. Click the Submit button.
4. Select appropriate responses to the prompts on the screen. Enter information in the fields provided. Click "submit"

If you have multiple children in multiple classrooms, be sure to schedule different times for each child.

Bloomsbury Elementary School
Conference Scheduler

Welcome to the Bloomsbury Elementary School parent teacher conference scheduling system.

Please select your conference (or conferences) below, then press "Submit".

Pick your conference(s), then register name and contact info. This creates a registration for each conference and sends you a confirmation email with a link to choose appointment times. On that same page, you will be able to add and change both registrations and appointments.

Demo Parent/Teacher Conference Demo Parent/Teacher Conference 2

Returning parents:
[click here to login to your registration](#)

Sign up for Demo Parent/Teacher Conference

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.

Student's first name

Student's last name

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

Your name

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

Your email address

-- where should we send your confirmation information?

Confirm email address

Phone

--optional

Submit

5. After you submit the information, you will receive **an email containing an access link**. Like this:

School: Bloomsbury Elementary School
Conference: Demo Parent/Teacher Conference
Student Name: Joe Student
Date/Time: *Not selected*
Access Link: XYZ123456 (example)

6. Follow the link and you will be taken to the page where you can select your conference time. Confirm last and first name of student, and the name of the parent or parents attending the conference.

Stu Dent

<input type="checkbox"/>	3:00 PM	Available
<input type="checkbox"/>	3:15 PM	Available
<input type="checkbox"/>	3:30 PM	Available
<input type="checkbox"/>	3:45 PM	Available
<input type="checkbox"/>	4:00 PM	Available
<input type="checkbox"/>	4:15 PM	Available
<input type="checkbox"/>	4:30 PM	Available
<input type="checkbox"/>	4:45 PM	Available
<input type="checkbox"/>	5:00 PM	Available
<input type="checkbox"/>	5:15 PM	Available
<input type="checkbox"/>	5:30 PM	Available
<input type="checkbox"/>	5:45 PM	Available
<input type="checkbox"/>	6:00 PM	Available
<input type="checkbox"/>	6:15 PM	Available

Last Name of student

First Name of student

Name of parent(s) — *who will be attending the conference*

Parent Email (unchangeable)

Phone number

Confirm Selections

7. You will receive a confirmation page which you can print out. You will also receive a confirmation by email. Keep the confirmation email as it also contains instructions for changing your appointment, if necessary.