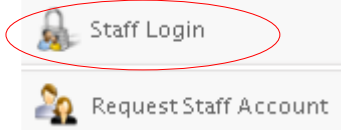
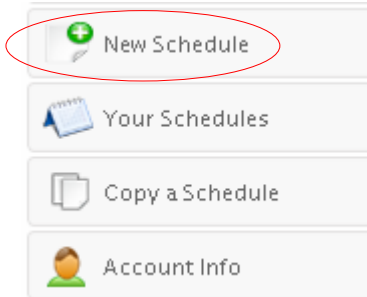


MyConferenceTime Scheduling Conferences

- 1) Click on “Staff Login.” Enter your email address and password.



- 2) Click on “New Schedule.”



- 3) Enter info for your new schedule.

Name of schedule

Comment for the schedule

Make schedule immediately available for sign-ups?

Yes

No

Create a New Conference Schedule

- a) Enter a name for your schedule.
- b) Enter an optional comment.
- c) If you want the schedule “hidden” from parents, don’t make the schedule immediately available. (You must change this to “yes” when you want sign-ups to begin.)
- d) Click on “Create a New Conference Schedule.”

- 4) Once the schedule has been created, click on “+ Add a Conference.”

Schedule added successfully

+ Add a Conference

- 5) Enter info for your first conference.

Click on the calendar icon to select the confere

Starting Time:


Hour Min AM

Ending Time:



Hour Min AM

Number of openings for this time:

Optional Comments:

- a) Select the date (using the  calendar).
 - b) Select the starting time and ending time of your first conference.
 - c) Enter the number of conferences you will have during this time (usually 1).
 - d) Enter an optional comment that pertains to this specific conference.
 - e) Click on “Add New Conference.”
- 6) After the first conference is added, simply change the date/time and click on “Add New Conference” to continue adding more conferences to your schedule.

Time-Saving Shortcuts

- Click on the “ Duplicate Day” link (shown when viewing your schedule) to copy conferences from one date to a new date.
- Click on the “ Copy a Schedule” button (on the left of the screen) to copy a staff member’s existing schedule.