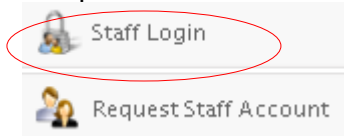
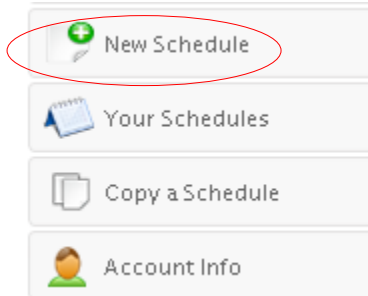


MyConferenceTime *Scheduling Multiple Conferences*

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



2) Click on “New Schedule.”



3) Enter info for your new schedule.

a) Name of schedule

b) Comment for the schedule

c) Make schedule immediately available for sign-ups?
 Yes
 No

d) **Create a New Conference Schedule**

- Enter a name for your schedule.
- Enter an optional comment.
- 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.)
- Click on “Create a New Conference Schedule.”

4) Once the schedule has been created, click on “**+ Quickly add multiple conferences...**”

5) Set up your conferences.

a)

b) Conferences begin at:
Hour Min AM


c) Conferences end at:
Hour Min AM

d) Each conference is
 minutes long



e) Break between each conference:
 Min

f) Number of openings for each time slot (usually 1):

g) Optional Comments to be included with each conference:

- Select the date (using the  calendar).
 - Select the starting time of conferences
 - Select the ending time of conferences.
 - Select how long each conference is.
 - Enter the amount of time between each conference (usually 0)
 - Enter the number of conferences you will have during each time slot (usually 1).
 - Enter an optional comment that pertains to this specific conference.
 - Click on “**Add New Conference.**”
- 6) After the first day of conferences is added, simply repeat step 5, changing the date (and times if necessary) to add 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.