1. Please go to: www.myconferencetime.com/[account]
2. Find and click on the name of your child’s **homeroom** teacher.

(Remember: all conferences are held in homerooms regardless of the child’s schedule. This is where the materials will be.)

1. Select your preferred time.
2. Enter required information. (E-mail address is not required, but if you enter one, you *will* receive a reminder of the conference prior to the date.)
3. Click “Sign Up for Your Conference” near the bottom of the screen.
4. You’re done! That’s all there is to it.