

Click on the “Sign Up for Multiple Conferences” link.

Enter the number of students who will be registering for conferences.

Enter each child’s first and last name as well as any other information requested by the school.

Check the boxes for the teacher or teachers with whom you would like to meet. When you have finished selecting the necessary teachers, click on the button that says “Find Schedules with Common Dates.”

The next screen shows the available dates. Select the desired date.

Using the chart, check the name of the student and the desired time for each teacher, then click on “Sign Up for Selected Conferences.” The next webpage confirms that you now have the requested date/time reserved for your parent-teacher conferences. If you entered your email address correctly, you will soon receive confirmation email as well.