

# PTC Sign-Up Instructions

## 25 October 2018

- Before you start, consult with each of your children and make a list of all the teachers you would like to have a conference with.

<p><u>Rose, Grade 6</u></p> <p>Nicholaidis</p> <p>Valenza</p> <p>Steele</p> <p>Willauer</p> <p>Mavec</p>	<p><u>Jack, Grade 9</u></p> <p>Boldon</p> <p>Newell</p> <p>Steele</p> <p>Hedderson</p> <p>Whiteside</p> <p>Chen</p>
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- Choose which block of time is most convenient for you to schedule your conferences. If you have two children, you may wish to use one block of time for each.
  - 8:00-11:00am
  - 11:00am-2:00pm
  - 2:00pm-5:00pm

- Follow the link to the [PTC Sign-Ups](#).

- At the top of the opening page, click the tab for the block of time you want to sign up for. After you click, you should see the date and time block you selected at the top of the page.



- The sign-up sheet is organized into 10-minute slots. Each teacher will have one conference in each slot. If you see a “Sign Up” button the teacher is available in that slot. If you see “Already filled,” the teacher is booked in that slot.

<p>8:20am - 8:30am</p>	<p><b>Bliz - Math/Science</b> Room 302</p> <p><b>Boldon - English Language &amp; Literature/TOK</b> Room 304</p> <p><b>Caban, Vic - PHE</b> Design Studio</p> <p><b>Chen - Mandarin</b> Room 306</p> <p><b>Demas - Music</b> Design Studio</p> <p><b>Fang - Mandarin</b> Room 306</p> <p><b>Hedderson - Science</b> Room 303</p>	<p>Sign Up</p> <p>Sign Up</p> <p>Already filled</p> <p>Sign Up</p> <p>Sign Up</p> <p>Sign Up</p> <p>Sign Up</p> <p>Sign Up</p>
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10-min conference time slot

Appointment already booked during this 10-min slot.

Teachers available during this 10-min slot.

6. Scroll down to a 10-minute time slot in which you would like to book a conference. Check the Sign Up button for an available teacher. Keep scrolling down and check one button in each time slot. When have checked a Sign Up button in every time slot you want, OR want to check what you have so far, click the “Submit and Sign-Up” button at the bottom of the screen.

	<b>Wen - Mandarin</b> Room 306 <b>Whiteside - Art/Design</b> Design Studio	<input type="checkbox"/> Sign Up
12:40pm - 12:50pm	<b>Bilz - Math/Science</b> Room 302 <b>Boldon - English Lang &amp; Lit/TOK</b> Room 304 <b>Byerly - English Lang &amp; Lit</b> Room 304 <b>Caban, RiAnn - Learning Support</b> Room 311	<input checked="" type="checkbox"/> Sign Up <input type="checkbox"/> Sign Up <input checked="" type="checkbox"/> Sign Up <input type="checkbox"/> Sign Up

Click here when you are finished, or to check your progress.

Submit and Sign Up

Check ONE Sign Up button in each time slot, as many time slots as you need.

7. Complete the sign-up screen. Make sure to fill in the name and grade of the student for each conference. At the bottom, add your own name and the email address that you would like to receive confirmation.

### Sign Me Up

Available Slot	Date (mm/dd/yyyy - CST)	Student's Name and Grade	Quantity
Whiteside - Art/Design	Thu., 10/26/2017 12:30pm - 12:40pm	Jack Levensky, 9	1
Byerly - English Lang & Lit	Thu., 10/26/2017 12:40pm - 12:50pm	Rose Levensky, 6	1
Mavec - Science	Thu., 10/26/2017 12:50pm - 1:00pm	Rose Levensky, 6	1
Hedderson - Science	Thu., 10/26/2017 1:20pm - 1:30pm	Jack Levensky, 9	1

Name: Sarah Beechen

Email: sbeechen@scis-parent.org

Already have a SignUpGenius account? [Login](#)

By clicking Sign Up Now, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

8. You will see a confirmation screen, and the confirmation will also be sent to the email you used to register. You may go back in to sign up for more conferences or make changes anytime.

### TIPS:

- Try starting at the second or third hour of a given block for more openings.
- If you are scheduling five or more conferences, schedule in a break for yourself. Conferences will start every 10 minutes without exception.
- If you have two children taught by the same teacher, you may book two slots in a row with that teacher.
- All conferences will take place on the third floor in designated rooms. You do not need to allow extra time to move between conferences.
- You are ALWAYS free to email a teacher directly to schedule a meeting outside of these two days.

**Thank you, Sarah!**

You're all signed up for 8:00-11:00am, Thursday 25 October.

A confirmation email with an attached iCalendar has been sent to you.

- ✓ Hedderson - Science  
Student's Name and Grade: Rose Levensky, 6  
Thu., 10/25/2018 8:30am - 8:10am CST
- ✓ Riddle - Drama/English Language & Literature  
Student's Name and Grade: Rose Levensky, 6  
Thu., 10/25/2018 8:10am - 8:20am CST
- ✓ Mavec - Science/PHE  
Student's Name and Grade: Rose Levensky, 6  
Thu., 10/25/2018 8:30am - 8:40am CST
- ✓ Valenza - Math  
Student's Name and Grade: Rose Levensky, 6  
Thu., 10/25/2018 8:40am - 8:50am CST