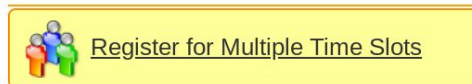


Parent-Teacher Conference Scheduling Instructions

1. Go to www.myconferencetime.com/rich227
2. If you would like to register with multiple teachers or have several children attending our school, click on “Register for Multiple Conferences” and follow the prompts to schedule your child(ren) for several conferences. If you would like to register for one conference, click on or search the name of your child’s teacher.



3. Select the total number of students that you need to register.

A yellow rectangular box with rounded corners. At the top, it says "Number of students who will be registering:" followed by a dropdown menu showing the number "1" and a downward arrow. Below this are two dark grey buttons with white text: "Continue" on the left and "Cancel" on the right.

4. Complete the required information for each student and click continue . (Student’s first and last name, Parent/guardian information, phone number and email address)

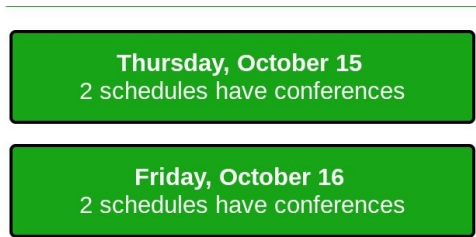
A registration form with a yellow header bar that says "Please enter the names of the students who will be registering." Below the header are several input fields, each with a red "(required)" label to its right. The fields are: "Student's First Name 1" (with "Student's First Name" inside), "Student's Last Name 1" (with "Student's Last Name" inside), "Parent/Guardian's Name" (with "Stacy Sample" inside), "Phone Number Where We Can Reach You" (with "708-555-5555" inside), "Confirmation Email Address" (with "sstudent@rich227.org" inside), and "Please re-enter the Confirmation Email Address" (with "sstudent@rich227.org" inside). Below the email fields is a checkbox labeled "Remember me on this device" which is checked. At the bottom are two dark grey buttons with white text: "Continue" on the left and "Cancel" on the right.

5. Select all of the teachers for each of your students. Then, scroll to the bottom and click “Find Schedules with Common Dates”.

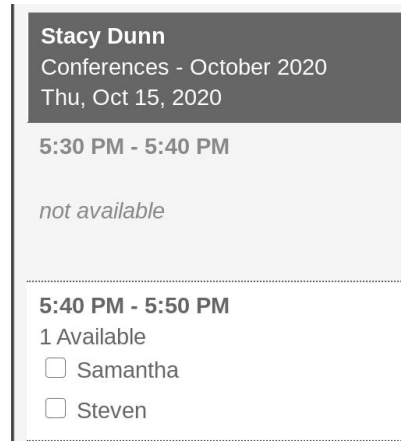
A yellow rectangular box with rounded corners containing the text "Select the desired schedules". Below the box is a list of eight items, each with an unchecked checkbox followed by the teacher's name and "Conferences - October 2020":

- Mustafa AbdulRahman - Conferences - October 2020
- Ivette Acosta - Conferences - October 2020
- Mark Adamczyk - Conferences - October 2020
- Monshea Aguirre - Conferences - October 2020
- Saul Alpizar - Conferences - October 2020
- Sara April - Conferences - October 2020
- Michael Archbold - Conferences - October 2020
- Tamara Arrington - Conferences - October 2020

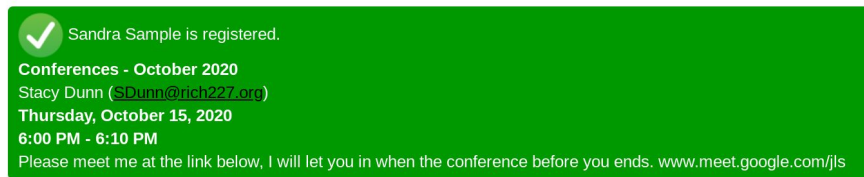
6. Click on the day that you would like to schedule conferences. Thursday from 5:30-8 p.m. and Friday from 9am-Noon.



7. Click your students name for the appropriate time for the appropriate teacher. Then click on “Sign Up for Selected Conferences”



8. After you schedule a conference online, the date and time are reserved for you. If you entered your email address correctly, you will receive email confirmation of your conference.



9. If you are unable to sign up for a time and date online, please send an email to your child’s teacher to receive information about your child’s progress.

10. If you would prefer, please click [here](#) to watch a video of these instructions.

Tips for a smoother Parent Conference:

Prior to attending your child’s Google Meet conference:

- **You must have a Google account.** If you do not have one you may create a free account by clicking [here](#).
- **You must access the link sent to your email with Chrome** as the link will not work in other browsers. If you need to download Chrome click [here](#).
- You may also download the Google Meet app on your cellular device.

