

Online scheduling instructions BRPS Parent/Teacher Conferences

Please sign up for only ONE time slot per teacher. Signup will be available online from 8am Wednesday the week prior to conferences until 2pm the day before conferences begin.

- 1) Read these instructions and print for further reference, if desired.
- 2) From the school homepage, follow the link for [sign up](#).

The scheduler page will open in a new window. Have your child's schedule with teacher names at hand for reference.

- 3) Select the type of appointment you want: kindergarten, elementary, middle/high school or reading specialist/special ed.
- 4) Click on a teacher name from the list.
- 5) On the calendar you see on the left side of the page, choose either Thursday or Friday. With the exception of our Kindergarten schedule, **no other days will be available for online scheduling**. Please make direct contact with your child's teacher if you need an appointment outside of the scheduled conference days.
- 6) Choose an available time from those that appear. If you don't see a time you're looking for, it means that time is already scheduled. Due to previous obligations, a few teachers will have schedules that differ. You may contact any teacher directly to schedule a time to meet outside of these regular conference days.
- 7) Fill in right side of the page with your name, email, phone and the name of your student. Your email address will not be stored or used for any marketing purposes, but if you do not wish to provide one you will need to go through school personnel to make any changes to your appointments.

We recommend you provide an email address and select a simple password. This way, you can login as a returning customer and not have to re-enter your name/address/phone information for all subsequent appointments. Also, you'll be able to view and print a complete schedule of all your conference appointments.

Note: because so many people forget their passwords between conferences, we have cleared the database. You will be "starting fresh" when entering an email address and password for scheduling.

When you have finished, click Submit Your Request.

- 8) You'll see a Thank You page which provides the details of your appointment. **Print this page** from your browser to keep hard copy of the information. If you provided an email address, you will receive an email with the same information plus a link for making changes to your appointment.

- 9) Click “Select a Service” at the top of the page to continue scheduling with other teachers. If you would like to avoid having to fill in your name, email and phone for every subsequent appointment you make, then go to the left side of the screen as a Returning Customer and login with your email and the password you selected. You will be able to make all remaining appointments without having to fill in anything but the name of the student.
- 10) Would you like to see a schedule of all your appointments? Follow the link on the school home page to go to the [account login page](#). Enter your email and password. Select the Appointments tab and choose whether you wish to see a list of all your appointments (including those you’ve canceled) or just the confirmed appointments. Click on any appointment to see the details of teacher name and room number. Print this page from your browser if you wish to have a hard copy of your complete conference appointment schedule. At this time, teacher names do not appear on the printed summary, so you may find it helpful to pencil these in. We have requested this change from the software provider.
- 11) Want to go back and cancel an appointment? There are two ways:
- Follow the link in the confirmation email you received when you made your appointment.
 - Or, follow the link on the school home page to go to the [account login page](#). Enter your email and password. Select the Appointments tab, choose the appointment you wish to cancel, then follow the prompts on your screen. You do not need to enter a reason for cancellation.

***Please contact the BRPS office or the
BRPS webmaster if you need assistance.***