

## CONFERENCE SIGNUP INSTRUCTIONS

When the signup period begins, a link will be available on the school home page. The system is so simple you can actually just click the link and it will walk you through registration.

### Step-by-Step Instructions:

1. Clicking on the registration link will take you to the scheduler page that lists teacher names. Using the checkboxes, make your selections for all the appointments you wish to make. Click Submit.
2. The next page asks whether the teachers you chose are all conferences for the same student or more than one student. If you have multiple students at BR and would like to meet with a teacher for more than one time slot, you will need to repeat steps 1-7 for each appointment.
3. The next page asks for student name and your name/email address\*.  
*\*Please note that Comcast users may want to use an alternate e-mail to sign up based on issues encountered during sign up last year.*
4. When you click submit you'll get an email that has your access link. Click the link to choose times for your conferences.
5. The Time Picker page lays out all the teachers you chose and their available times, so you can easily set up your preferred schedule. *Be sure to scroll to the right (bar at bottom) if you chose several teachers, as they may not all be displayed on your screen.*
6. Pick your times, fill in the information at the bottom of the page, and click Confirm Selections.
7. The Confirmation Page comes up, and you will receive another email with your schedule of appointments. Links are available in that message to take you back for changes/cancellations to your appointments, to add new students or appointments, and to print your schedule.

**If you do not have internet access**, or need assistance with scheduling, you can come in to the main office for assistance between the hours of 9-11am or 12-2pm. You will need to have the list of teachers with whom you would like an appointment.