

## Directions for Parents

**Parents will be able to schedule appointments beginning Wednesday, September 28, 2022.**

***Here are the instructions:***

URL; <https://pickatime.com/client?ven=11609115>

**Register (new users):**

1. Enter your email address and click on **“Login/Create Account”**.
2. Fill in the required fields and register.
3. For each child: in the **student ID** field **enter** in their name (**first and last, no space in between, using lower case**). In the “student’s birthday” field, enter in their **birthdate in this format: mm/dd/yyyy**

**Sign In:**

If you’ve previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the “Forgot Password” button and a new password will be emailed to you.

**Scheduling:**

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with.) **Click on a square to book that time.**
2. You will optionally have the choice of setting a time when you would like a reminder email delivered.
3. Click **“Create Appointment”**.

Repeat until you have a time with each teacher you’d like to visit with.

- At any time you can click on **“printable schedule”** and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account. • Click on **“Your Schedule”** to display and hide your appointments. There will be links to

change the time, or cancel the appointment.

**Please note:** if you would like to make an appointment with a teacher that your child does not have a class with, you will need to contact the school.