

# Parents' Guide for Booking Conferences ~ Nov. 23 & 24, 2020

Browse to [conestogachristian.meettheteacher.com](https://conestogachristian.meettheteacher.com)

*Conference bookings are open now and will close at 11:55 PM on Friday, November 20.*

Conestoga Christian School

### Meet the Teacher

Welcome to the Conestoga Christian School parent/teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

#### Your Details

Prefix  First Name  Last Name

Email  Confirm Email

#### Student's Details

First Name  Last Name  Date of Birth

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

Please use your child's name that matches our FACTS records (no abbreviations). If you are not sure which name to use, or if the name does not work, contact your child's homeroom teacher or Mrs. Lodge - [ginnie.lodge@conestogachristian.net](mailto:ginnie.lodge@conestogachristian.net).

### Monday Conferences - 11/23/2020

Please remember to bring the email you received confirming your appointment times. You may report directly to your first appointment. Appointments start every 20 minutes and are 15 minutes long. A 5 minute travel time is built in. Please arrive promptly at the beginning of your time slot.

Click a date to continue

Monday, November 23rd  
[Open for bookings](#)

[I'm unable to attend](#)

### Tuesday Conferences - 11/24/2020

Please remember to bring the email you received confirming your appointment times. You may report directly to your first appointment. Appointments start every 20 minutes and are 15 minutes long. A 5 minute travel time is built in. Please arrive promptly at the beginning of your time slot.

Click a date to continue

Tuesday, November 24th  
[Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select the Date

Click on either Monday or Tuesday to select the conference day for which you want to make appointments.

### Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic  
Automatically book the best possible times based on your availability.

Manual  
Choose the time you would like to see each teacher.

## Step 3: Select Booking Mode

To pick the times to book with each teacher, **choose *Manual***. Then press *Next*. This will allow you to choose the specific teachers you want to see. You will also be able to add additional children

Automatic booking will sign you up with EVERY teacher that your child has, and you will need to deselect those you do not want to meet with.

### Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

## Step 4: Choose Teachers

Your child's teachers will appear. Check the boxes next to the teachers you would like to see. If you do not wish to see a teacher, click on the box to remove the check. For secondary students, you may only want to meet with major subject teachers.

*If you have another child to book for a conference, click the "Add another child" button, enter their details and then repeat this step.*

Click on the Continue button to proceed.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 5: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the blue alert box, press *click here* to finish the booking process.

## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

### All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

### Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

### What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Please make all bookings before 11:55 PM on Friday, November 20.

If you need to change an appointment or cannot attend, please contact the teacher directly, by phone or email.

All appointments start at the given time and last for 12 minutes, allowing 8 minutes for teachers to clean and prepare before the next appointment.

Please arrive promptly, but not sooner than 5 minutes before your appointed time.

Remember to print out your appointments and bring the list with you to the conferences.