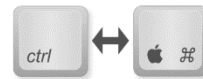


Parent Instructions for Booking Parent/Teacher Conferences:

1. Go to <https://gleneagles.schoolappointments.com/admin/>.
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



5. Click on available time slots to book your appointments to make your bookings.

Please note: Teachers will do their best to stay on time, however some difficulties can arise. Please consider this flexibility when booking several conferences for children in different classes. We would encourage you to leave some time between conferences in order to be available a few minutes before and after each scheduled conference.