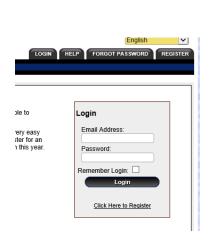
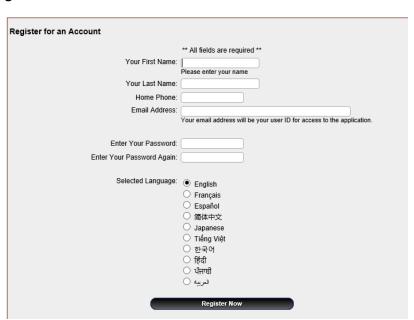
School Appointments - Parent Instructions

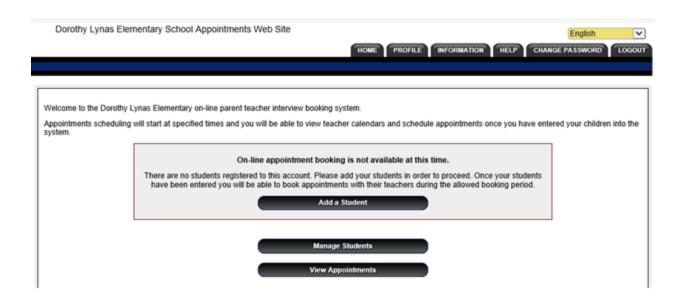
Site Link: https://dorothylynas.schoolappointments.com

Register for an account by clicking the "**REGISTER**" menu tab or the "Click Here to Register" message in the Login box. Then fill in the on-line form. Your email address will become your User ID. Create a password for yourself and then click the "**Register Now**" button.





Add your children into the system by clicking the "Add a Student" button



Fill in your child's name and division. You can change the child's last name if different from your own. Click "Insert" button.

Insert New			
First Name:			
Last Name:	(Please enter student's common name)		
Class Division:	Jeistad		
	Insert		

If needed, click "Insert New" button to add more children and repeat the above process.

Manage Students		
	Record Has Been Inserted	
	Displaying 1 Entries	
First Name	Last Name	
Billy	Student	
	Insert New	
	Record Has Been Inserted	
	Displaying 2 Entries	
First Name	Last Name	
Billy	Student	
Lucy	Student	

Click the "date" icon beside each child's name to schedule appointments.

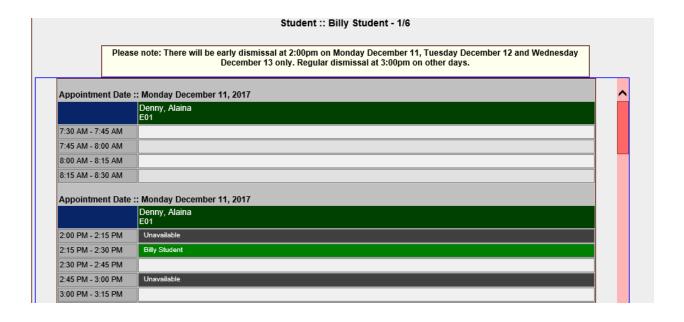
Select the staff you wish to book appointments with and then click the "View Calendars" button.



NOTE: The date icon will only be visible once the system is open to accept bookings.

Parent/Teacher Conferences December 2017			
Student :: Billy Student 0/6 No Appointments			
Hold the 'Ctrl' or 'Command' key to select ALL the Teachers that you wish to view at one time Appointments per Student: 6			
Calendars: (Hold the 'Ctrl' or 'Command' key to select more than one.) Parent/Teacher Conferences December 2017 Badesha, Tajinder - E06			
Barnett, Karen - ELL Borak, Martine - F01 Davidson, Lindsay - F11 Denny, Alaina - E01 Dickson, Fran - ELL Fraser, Caltin - F06			
Fulton, Lindy - E05 Gonzalez, Lynn - F04 Hogan, Dan - E03 Hulme, Myles - F03 Jones, Taylor & Roe, Ashley - E08 Karmali, Bergees - E13 Labrecque, Lindsay & Megan, Wheatley - F08			
View Calendars			
Home Page			

Once in the calendar view, click on any of the available time slots to book your appointments. Your child's name will appear in the box. Bookings are automatically saved.



When you area done, choose the HOME tab at the top of the screen. You can then choose "View Appointments" or "Print appointments"

