



School Appointments - Parent Instructions

****Steps 1-3 can be done in advance before booking appointments.** We suggest you complete steps 1-3 now, so that when the booking window opens, you are ready to book appointments. A user profile has to be completed for every Parent Teacher Conference.

1. Go to <http://handsworth.schoolappointments.com>
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.
5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. **All meetings are in person.**
7. Then click the "**View Calendars**" button.
8. Click on available time slots to book your appointments to make your bookings.
9. Generating a pdf will list appointment times and your teacher bookings



***No appointments will be accepted when the Booking window is closed.** Parents will be able to view their bookings at any time up until the parent- teacher conference day and will receive a reminder email.

****If you are having difficulties with any aspect of this system, please try the "help" button and see "instructions guide for parents" or contact the main office at the school via phone or email handsworth@sd44.ca.**