



School Appointments - Parent Instructions- Spring 2023

If you have set up a booking profile in the fall, it will still work. Use the “forgot password” tab if you cannot remember your password.

If you are **new to Handsworth**, we suggest, ****Steps 1-3 be done in advance**, so that when the booking window opens, you are ready to book appointments.

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.



Parents will be able to view their bookings at any time up until the parent- teacher conference day and will receive a reminder email.

No appointments will be accepted once the Booking window is closed or appointment slots are taken.** Please note the office is not able to book any appointments. *If you are having difficulties with any aspect of this system, please try the “help” tab or email the school office at handsworth@sd44.ca**