



February 14th, 2022

Greetings Seycove Families,

Seycove's Semester 2 Parent Teacher Conferences are fast approaching. The event date is **Thursday, March 3rd**. The two session times for the conferences are **2:00 – 4:00pm** and **6:00 – 8:00pm**. Conferences will take place in Seycove classrooms and will last 5 minutes each.

Seycove will be using the same online appointment booking system to manage the event as the Fall session. This online system allows parents/guardians the most flexibility to select their own appointments and book them online. **Please note that the system is a “first-come-first-serve” system and appointment slots may fill up quickly.** It is also important that parents/guardians talk with their students about who their teachers are in Semester 2 or parents/guardians have their students' schedule handy when making appointments. You can view their schedules in MyEd BC, the same platform you view their Report Cards in.

Below are the steps you will need to follow in order to book appointments for your students. We suggest you complete the first 3 steps to set up or update your user profile **NOW**, so that when the booking window opens at 9am on Tuesday, February 22nd you are immediately ready to book appointments.

1. Proceed to the following website: <http://seycove.schoolappointments.com>

2. Create a profile (you can do this now, prior to the booking window opening next week)

- First step - create a profile, “**Click Here to Register**” at the very bottom of the Login Box on the right
 - The school access code is “**Seycove**” (*case-sensitive*)
 - Fill in your information and select your User ID and Password
 - The login code is also “**Seycove**”
 - Once you create a user profile for your family, this will register you and your student(s). You can now add your students using “Manage Students”. If you have more than one student attending Seycove, click on the “insert new” button.
 - You will be able to login in and out using your User ID, Password, and Login code “Seycove”
3. You are now ready to make your appointments as soon as the booking window opens. To prepare to book appointments make sure that you know the names of the teachers you wish to see, as well as the class they teach.

- **Booking window** will open **Tuesday February 22nd at 9:00am**
- **The window will close at midnight on Monday, February 28th**
- No appointments will be accepted after this window closes. Parent/Guardians will be able to view their bookings at any time up until the Conference day and will receive a reminder email.

4. Once each booking window opens, you may create appointments by signing into your account and clicking on the “Manage Students” button. Click on the button listed to the right of your student's name.



5. To book an appointment, scroll through the staff list and click on each name. You can do this individually or you may hold the “ctrl” key to click multiple staff members. Each teacher schedule will appear and you can select the time you wish to book. Repeat the same instructions if you have a second student. If you do not see the teacher they may not be available for the session.
6. If you are **unable** to book a teacher that you wished to see during the booking windows or are unable to attend Parent Teacher Conferences on **Thursday, March 3rd**, you may request a “call back” for your child/children and the teacher will contact you. The “call back” button is located at the top of the teacher schedule. The term “call back” is the online term – for our use this may mean any form of communication (email often works best). Keep in mind - teachers of academic classes in particular experience a high volume of requests, so your patience is appreciated.
7. When your appointments are booked, the screen will display a list of all appointments for each student.
8. When you are done scheduling and viewing appointments, simply “logout” of the session, this will automatically save your bookings. An email reminder will be sent one day prior to the Conferences.
9. If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents” or contact the school. You can also email Jen Eyton at Seycove jeyton@sd44.ca if you need further assistance.

Please note, all visitors to the building will be required to complete a daily health check and sign in using our school’s QR code upon entry. All visitors to Seycove must wear a mask at all times while in our building. We are looking forward to seeing you at the Semester 2 Parent Teacher Conference sessions.

We are delighted to invite you back into Seycove for these sessions and hope you will be able to join us.

Thank you,

Caren Hall

Vice-Principal, Seycove Secondary School