



February 16th, 2023

Greetings Seycove Families,

Seycove's Spring Parent Teacher Conferences are approaching. The event date is **Thursday, March 9th**. 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 in the Fall. This online system allows parents 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 will fill up quickly.** It is also important that parents talk with their students about who their teachers are or parents have their child's schedule handy when making appointments.

You will find the system very easy to use and will take only a few minutes to register for a new account, add your child or children, and book interview times with teachers. Steps 1 to 4 can be done in advance of the booking window being opened. Steps 1- 4 will need to be done at the start of every Parent Teacher conference in the Fall and Spring.

1. **Proceed to the following website:** <http://seycove.schoolappointments.com>
2. Click "**Select here to Register**" at the very bottom of the Login Box on the right hand side of the screen.
3. Fill in your information and enter a password of your choice. Click "**Register Now**" button.
4. You can now add your child by clicking on "**Add a new Student**" button and enter the child's name. Click "**Insert**" button.
5. If you have more than one child at Seycove, Click "**Insert New**" button and enter the child's name. Click "**Insert**" button.
6. Once the booking window is open, you'll click "**Manage Students**" button, click the calendar icon next to child's name to see the teachers schedules.

If you have questions or need help with this process, please call the school office at **604-903-3666** or email **jeyton@sd44.ca**

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 your child.

- **Booking window will open Tuesday, February 21st at 9:00am**
- **The window will close Thursday, March 2nd at 11:55pm**
- No online 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.



7. 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 child’s name.
8. 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 child. If you do not see the teacher they may not be available for the session.
9. 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 9th**, please email the teacher directly to set up an alternate appointment. Keep in mind - teachers of academic classes in particular experience a high volume of requests, your patience is appreciated.
10. When your appointments are booked, the screen will display a list of all appointments for each student.
11. When you are done scheduling and viewing appointments, simply “logout” of the session, this will automatically save your bookings. Please bring a screenshot or printout of your bookings to the conferences so you know which rooms to visit.
12. 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.

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

Thank you,

Caren Hall

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