



# Seycove Secondary Community School

1204 Caledonia Avenue, North Vancouver BC V7G 2A6 • Telephone: 604.903.3666 • Fax: 604.903.3667  
Callback Line: 604.903.3673 • Email: [seycove@sd44.ca](mailto:seycove@sd44.ca) • Website: [www.seycove.ca](http://www.seycove.ca)

Thursday, October 31, 2019

**Parent-Teacher Interviews** are approaching and will be held on: **Thursday, November 14th, 2019 from 2:00-4:00pm and 6:30-8:30pm**. Interviews will take place in teacher classrooms or the library and will last 5 minutes.

For the upcoming sessions, Seycove Secondary will be using an online appointment booking system to manage Parent-Teacher Interviews. This online system allows parents flexibility to select their own interviews and book them online. Please note that this is a **“first come, first serve”** system and interview slots will fill up quickly. If you are interested in booking interviews, take note of the booking opening times and act fast!

Below are the steps you will need to follow in order to book appointments for your child (children). We suggest you complete the first four steps now, so that when the booking window opens, you are ready to book appointments. Please note the User Profile has to be completed once per school year.

**\*\*Steps 1-4 can be done before booking appointments.**

## **Create User Profile**

1. Proceed to the following website: <http://seycove.schoolappointments.com> or follow the link on the Seycove website.
2. To create an account:
  - a. Select **“Click here to Register”** at the very bottom of the Login Box on the right
  - b. Fill in your information and select your User ID and Password
3. Once you have created a User profile for your family, this will register you and your child (children). You can now add your child (children) using **“Manage Students”**. If you have more than one child attending Seycove, click on the **“Insert new”** button.
4. You will now be able to log in and out using your User ID and Password. You are now ready to make your appointments as soon as the booking window opens. To prepare to book appointments, make sure you know:
  - a. the names of the teachers you wish to see and the class they teach your child
  - b. the priority of those teachers whom you wish to see.



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**Register for an Account**

**\*\* All fields are required unless indicated \*\***

Parent First Name:

Parent Last Name:

Phone:

Email Address:   
Please enter only one valid email address.

Preferred User ID:  (no spaces allowed)  
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '\_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

5. Booking window opens **Monday, November 4th at 9am**, you may create appointments by signing into your account and clicking on the “**Manage Students**” button. Click on the parent teacher interview button listed to the right of your child’s name. You may make up to 3 bookings per child in the first window.

### **Booking Appointments can be done in 2 windows of time:**

**1<sup>st</sup> Booking window Monday, November 4th, 9am to Wednesday, November 6th at 11pm.** [Parents are limited to 3 interviews per child. This will allow maximum opportunity for all parents]

**2<sup>nd</sup> Booking window opens on Thursday, November 7th at 6am.** [Parents may add up to a total of 10 interviews per child (if needed and still available). The second window will **close Monday, November 11th at 10pm.**

**\*\*No appointments will be accepted after the second window closes on Monday, November 11<sup>th</sup> at 10pm.** Parents will be able to view their bookings at any time up until the Interview day and will receive a reminder email.



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Spring 2011 PTI - Appointment Scheduling for Mike Fester

Spring 2011 PTI

Student :: Mike Fester

Select up to 4 teachers from the list.  
Use the 'Ctrl' key to select more than one.

Calendars:

**Spring 2011 PTI**

Chase, Kit - Science. room 101  
 Dawn, Rena - French. room 102  
 Fay, Sophie - Math. room 103  
 Gray, Amber - English. room 104  
 Jay, Eric - Discovery1. Room 105  
 Sarah, Taylor - Gym. gym boys  
 smith, john  
 Sterling, Ashton - I.T. room 106 computer lab 1  
 Todd, Mia - S.S. room 107  
 Zack, Alex - Gym. Gym girls

Time Blocks:

**Time Blocks**

Wednesday Apr 20 - 2:00pm to 4:30pm  
 Wednesday Apr 20 - 5:00pm to 7:00pm  
 Thursday Apr 21 - 2:00pm to 5:00pm

- To book an appointment, scroll through the staff list and click on each name. You can do this individually or you may hold the "control" 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.

Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

Student :: Mike Fester

Appointment Date :: Wednesday April 20th, 2011

	Chase, Kit Science. room 101	Dawn, Rena French. room 102	Jay, Eric Discovery1. Room 105	Sterling, Ashton I.T. room 106 computer lab 1
Call Back Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:10pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:20pm	<input type="checkbox"/>	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>
02:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:40pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:50pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:40pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:50pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appointment Date :: Wednesday April 20th, 2011



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- If you are unable to book a teacher that you wished to see during the second booking window or are unable to attend Parent-Teacher Interviews on Thursday, November 14, 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 name – 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.

Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

**Student :: Mike Fester**

Appointment Date :: Wednesday April 20th, 2011				
	Chase, Kit Science. room 101	Dawn, Rena French. room 102	Jay, Eric Discovery1. Room 105	Sterling, Ashton I.T. room 106 computer lab 1
Call Back Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:10pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:20pm	<input type="checkbox"/>	Unavailable	<input type="checkbox"/>	<input checked="" type="checkbox"/>
02:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02:40pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:50pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:40pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:50pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appointment Date :: Wednesday April 20th, 2011

Chase, Kit      Dawn, Rena      Jay, Eric      Sterling, Ashton

- When your appointments are booked, the screen will display a list of all appointments for each student.

Current Scheduled Appointments

**Mark Fester**

Current Appointments			
Time	Calendar	Name	
Apr 20 @ 02:20pm	Sterling, Ashton - I.T. room 106 computer lab 1	Mike Fester	<input checked="" type="checkbox"/>
Apr 20 @ 02:30pm	Jay, Eric - Discovery1. Room 105	Mike Fester	<input checked="" type="checkbox"/>
Apr 20 @ 02:40pm	Chase, Kit - Science. room 101	Mike Fester	<input checked="" type="checkbox"/>
Apr 20 @ 02:50pm	Dawn, Rena - French. room 102	Mike Fester	<input checked="" type="checkbox"/>



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9. 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 interviews.

\*\*To generate a PDF document with the list of appointments:

Step 1. From the home page and from the appointments list page; click on “Print Appointments” button and follow the pop-up.

Date and Time	Student	Teacher
April 30 @ 03:10pm	Bob Smith	M. Cantaloupe
April 30 @ 03:20pm	Bob Smith	M. Orange
April 30 @ 03:30pm	Jane Smith	G.S. Apple
April 30 @ 03:40pm	Jane Smith	T. Banana
April 30 @ 03:50pm	Jane Smith	C. Grape
April 30 @ 04:00pm	Bob Smith	C. Grape
April 30 @ 04:10pm	Bob Smith	R.D. Apple

\*\*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.