

This round of conferences we will be using a new version of a web-based scheduling application that we call the *G.S. Lakie School Conference Manager*. This application makes checking teachers' schedules and booking appointments on-line quick and easy.

The first time you use this new version of the web-based application you will be required to register for a new account, which only takes a minute or two. Because the new system has been built on new technology, if you used the previous version of the Conference Manager, your old account is not carried forward to the new system and you will need to re-register. Please note that although parents can register at any time, the booking of conferences can only begin at or after **Monday, February 8, 2010**. You may want to avoid having your email program flag the automated emails sent by the system by putting "appointments@schoolsoft.ca" in your email address book.

Steps to registering and booking conferences:

Enter the following Internet Address in your browser: <http://gslakie.schoolsoft.ca>

Note there is no "www" in front of the address. When you first log into the system it will check to confirm that your internet browser meets the following requirements:

Internet Explorer version 7+ or Firefox 3+ or Safari 4+

If you are using an older version of an Internet browser you should receive an alert when you access the system. Included in this alert is a link to the free download required to update your browser.

Register for a parent account. To register click the REGISTER NOW button and complete the registration page. Once registered you will be able to log in to the Conference Manager right away. An email will also be sent to the address you specified that restates your user name and password. This is a good email to retain, as you will be able to use this when booking future rounds of Parent-Teacher Conferences.

Log in to the *G.S. Lakie School Conference Manager* any time using the Internet address above. Please note that the actual scheduling of conferences cannot be completed until on or after at or after **Monday, February 8, 2010**.

Select the date, teacher(s) and times you want to book an appointment. If you are wanting to book appointments with more than one teacher you will need to select all the desired teachers from the teacher list so that you can best coordinate your schedule. A confirmation email is sent for each booking you made or subsequently cancel. You will also receive a full conference itinerary sent early in the morning the day of your first scheduled conference.

Confirm your appointments have been booked by clicking on the MY CONFERENCES tab. Only appointments that appear on the MY CONFERENCES page are confirmed bookings.

When finished booking, click the log off button located at the top right of the browser window. You will have the opportunity to provide feedback through a user survey before completely exiting. We appreciate you completing the survey as this helps guide our decision-making regarding how conferences are booked in the future.

We greatly appreciate parents booking their own appointments, but know this is not always possible. If you are unable to book your own appointment, please call the school during regular office hours and we are happy to assist you.

