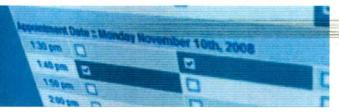
Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



Parent/Teacher Conference Scheduling http://sifi.schoolappointments.com

Parent Registration

Parents click on the "Register" tab and fill in the registration form to create an account.

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:	
	Register Now Clear Form

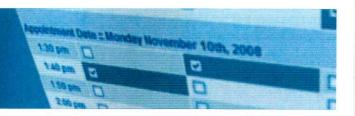
Once parents have successfully registered, they will be logged into the system and can register their students.

Parent Appointment Scheduling

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" button beside the student's name. The parent is then taken to a page where they can select the teachers with whom they wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.

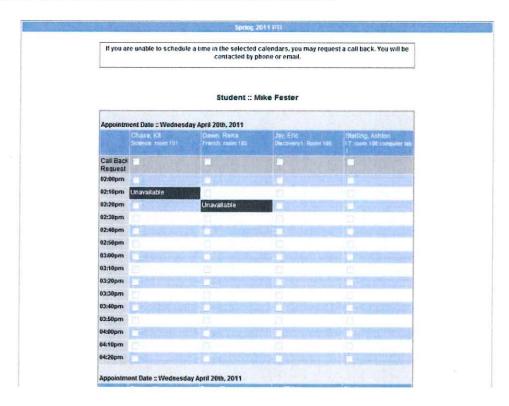
	Spring 2011 PTI			
Student :: Mike Fester				
	Select up to 4 teachers from the list. Use the 'Ctrl' key to select more than one.			
	Calendars			
	Spring 2011 PT Chase. Kit - Science. room 101 Dawn. Rena - French. room 102 Fay. Sophie - Malth. room 103 Gray. Amber - English. room 104 Jay. Eric - Discoveryl. Room 105 Sarah. Taylin - Gym. gym boys smith. john Sterling. Ashton - I.T. room 105 computer lab 1 Todd. Miss - St. room 107 Zack. Alex - Gym. Gym girls			
	Time Blocks A: 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			
	View Calendars			
	Return to Home Page			

Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



Teacher Appointment Calendars

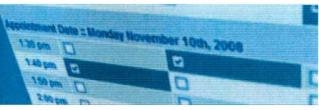
Next, parents are shown the calendars of the selected teachers.



The calendar above displays the appointment calendar for four teachers, and shows various appointment times that are unavailable for booking.

Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green.

Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



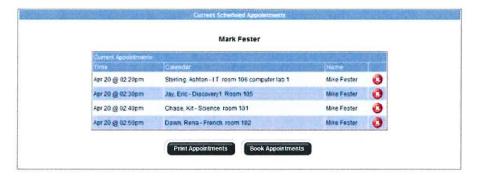
Teacher Appointment Calendars with Appointments Selected

If you are	e unable to schedul	e a time in the selected contacted by p	calendars, you may reque: frone or email.	it a call back. You will be
		Student :: N	flike Fester	
		lay April 20th, 2011	AND THE RESERVE	The second second
	Chare Kill Science, mon 191	Dawn, Rena French room 102	Jay, Eric Discovery1, Room 105	Sterling Ashton 17 room 106 computer to
Call Back Request				
02:00pm				
02:10pm	Unavailable			
02:20pm		Unavailable	PRINCIPLE AND ADDRESS OF THE PARTY OF THE PA	El .
02:30pm		0		
02:40pm	2			St. Married Married
02:50pm	D D	3		
03:00pm	CHARLES !			The second
03:10pm				
03:20pm				CHECKER
03:30pm				
03:40pm				
03:50pm				
04:00pm				
04:10pm				

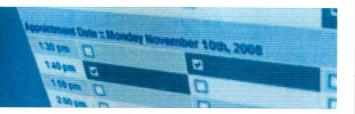
It is not possible for parents to select more than one appointment at the same time or to select more than one appointment with the same teacher. Javascript enabled browsers are required for this validation on the screen. If a parent uses a browser without Javascript enabled and attempts to schedule appointments with a conflict, the next screen will notify them of the errors.

Appointments Booked Successfully

Once the appointments are booked the screen will display the list of appointments for the student.



Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



Parents with More Than One Student

If a parent has more than one student at your school the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made.

		Spring 2	VIII EI	
If you ar	e unable to schedu	ule a time in the selected contacted by p	calendars, you may req hone or email.	uest a call back. You will be
		Student :: Sa	andy Fester	
Appointm	ent Date :: Wednes	sday April 20th, 2011		
	Chase, Kil Science room 101	Dawn Rena French room 102	Fay, Sophie Math room 193	Zack, Alex Gym Gym gris
Call Back Request				
02:00pm				
02:10pm	Unavailable			
02:20pm		Unavailable		
02:30pm		A RANGE SERVE	Unavailable	
	Mike Fester		MA PARTIE MANAGEMENT	
02:50pm		Mike Fester	MAN MAN THE PARTY NAMED IN	
03:00pm				
03:10pm				
03:20pm				
03:30pm				
03:40pm			NO EX	
03:50pm				
04:00pm				
04:10pm			П	
04:20pm	E TOTAL PROPERTY.			Milk Production to the Control of th

This calendar displays the appointment times for four teachers and shows "Unavailable" appointment times and there is a region that cannot be booked as these times have been scheduled already for another student, "Mike", and this parent is already busy at these times. Only if a sibling has an appointment booked, will the student's name be displayed for a parent, thus making it easier to book adjacent appointments.

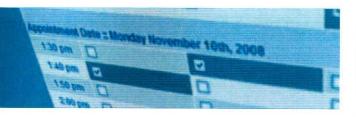
Printing Parent Appointment Schedule

From the home page it is possible for parents to generate a PDF document with the list of their appointments. By clicking on the "Print Appointments" button a window will pop-up asking the parent what they wish to do with the document.

In Internet Explorer it is recommended that people click the "Save" button, save the file and then click "Open" to view the file. IE sometimes has a problem downloading and opening PDF documents that are generated from web sites.

Click "Open" after the download is complete to view the PDF.

Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



Parent Schedule PDF

If the parent has done well with their scheduling they will have a nice set of consecutive appointments. The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.

Smallville High Spring 2009 Parent Teacher Appointments

John Smith

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	