

# Parent Teacher Conferences

## Thursday, October 15, 2020

At Eastglen High School, Parent-Teacher Conferences are a key part of our communication strategy regarding your child's progress. For this year's conferences, we are piloting a new web-based scheduling application called Eastglen Conference Manager. This application allows you to view teachers' conference schedules and book appointments quickly and easily.

The link for the Eastglen School Conference Manager is [Eastglen Conference Manager](#)

A Parent Account is required to use the Conference Manager; however, you only need to go through the registration process the first time you use the system. If you have never registered in the Conference Manager use the link above and click the "Register Now" button.

Please note that although parents can register as a user at any time, conference bookings will only be available from **5:30 pm Friday, October 09, 2020 until 11:30 pm on Wednesday, October 14, 2020.**

You may want to register right away as a scheduling reminder email is sent to registered parents just as the scheduling commences. If your email program flags automated emails as junk mail, you may want to put "[appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca)" in your email address book.

### **Steps to create a parent account and booking conferences**

(Instructions for Parents Scheduling Parent-Teacher Conferences is available at: [Parent Booking Instructions](#))

1. **Go to Eastglen Conference Manager:** [Eastglen Conference Manager](#)
2. **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. This email restates your user name and password and is a good email to retain, as you will use the same email and password when booking future rounds of Parent-Teacher Conferences. If you forget your password you can reset it using the FORGOT PASSWORD link under the login button.  
**Once registered you can log in to the *Conference Manager* any time.**
3. **Click the BOOK Conference button. Select conference date in the date drop-down that appears and then select the teacher(s) you wish to meet with and click the NEXT button.**
4. **Click on an available time slot for each teacher you selected and complete the booking form that appears.** You should see the booking appear in the summary list on the right hand side of the screen. A confirmation email is sent for each booking you made or subsequently cancel. You will also receive a reminder and conference itinerary by email.
5. **Confirm your appointments have been booked by looking at the "CURRENTLY BOOKED CONFERENCES" box on the right of the screen or click on the MY CONFERENCES tab.** Only appointments that appear in the CURRENTLY BOOKED CONFERENCES box or on the MY CONFERENCES page are confirmed bookings.
6. **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 regarding the use of the Conference Manager to the school administration 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 have any questions or need assistance, please contact the school.