INTRODUCTION TO THE

PARENT/TEACHER CONFERENCE RESERVATION SYSTEM

Welcome to the online Parent/Teacher Conference Reservation System from Virtual Paragon. We hope that this system will make it easier and more convenient for you to sign up for conferences with your children's teachers.

Before you begin, please make sure you have a recent version of your browser. (We recommend Mozilla Firefox 7.0 or higher, or Microsoft Internet Explorer 8.0 or higher. Upgrades are available from http://www.getfirefox.com/ and http://www.microsoft.com/ie/, respectively.)

Here is the information you should have ready:

• You need to have a list of all the teachers you would like to see. The System will not tell you the names of your children's teachers.

• You should think about what times you'd like to have conferences. The System will tell you the teachers' available slots, but it will help to think about your own availability ahead of time.

PARENT OVERVIEW

Here is what you will have to do, in a nutshell. More detailed instructions are available on-line or at the school.

• Go to the Parent/Teacher Conference Reservation System web site. You can get there from the school's web site. You will have to provide your school's master password.

• Create your own account if you don't already have one. This involves choosing a user name and password for yourself.

• Log in to the system. This involves typing in your user name and password, which will bring you to the Main Menu.

• Select the activity you want to do, such as making reservations.

• Select the teachers you want to sign up for by clicking in the box by each teacher's name.

• The schedules of teachers you have selected will be displayed, next to each other. You can scroll side to side to see the different teachers. You can scroll up and down to see the different time slots and days.

• Reserve the slots you need by clicking in the available time slots.

• Press SAVE to reserve the slots you have selected so far, or press SAVE/DONE when you have finished making all your reservations.

• Check the list of your reservations. If you are satisfied you can print your reservations, or you can go back and make changes.

• Don't forget to log out of the System when you are done.

Remember: Your selected conference time slots are not really yours until you press the SAVE or SAVE/DONE button and see that your requested slots have been reserved for you. If you have selected a conference time slot, but have not yet saved your reservation, someone else may be signing up for the same slot at the same time. Whoever saves first gets the slot.