# **Parent-teacher interview bookings**

Visit your school website, click on Parent Teacher Interviews. 1. Click on Register Now.

Bookings	
Open for Registration	
Event Name	Registration Closes on
October Parent Teacher Interviews	Oct 31, 2019 Register Nov
<ol><li>Enter your name, your email and the names of your children.</li></ol>	e 3. Select the class you wish to book an interview for, then select the teacher.
Bookings	Bookings
October Parent Teacher Interviews	October Parent Teacher Interviews
Step One: Enter your details.	Step Two: Select Teachers
Parent Name	Bob Smith Select Class
Bill Smith	Select Class
Parent Email	Select Teacher
bill.smith@email.com	Choose a Class First 🗸
Student #1 Name	Add Another Teacher +
Bob Smith	Barb Smith
Student #2 Name	Select Class
Barb Smith	Select Class
Darb Smith	Select Teacher
Add Another Student +	Choose a Class First 🗸

# **Parent-teacher interview bookings**

4. Once the classes and teachers are selected, click next.

## Bookings

**Bob Smith** 

Select Class Grade 1

Select Teacher Mrs. Brown

**Barb Smith** 

**October Parent Teacher Interviews** 

Step Two: Select Teachers

5. Click on the days and time slots you would like to book. Click submit.

## **Bookings**

#### **October Parent Teacher Interviews**

Step Three: Select Date & Time.

Add special instructions here

#### Monday, Oct 21st

Tuesday, Oct 22nd

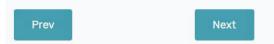
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	3:00pm	3:15pm	3:30pm	3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm
Bob Smith											
Mrs. Brown - Grade 1	0	۲	۲	۲	0	۲	0		0	0	0
Barb Smith											
Mr. Green - Grade 2	0	0	-	-	=	0	0	0	0	0	0
4											÷.

Grade 2	
Select Teacher	
Mr. Green	,
Mr. Green	

#### a Another le

Add Another Teacher +



Tuesday, Oct 22nd	L										
	3:30pm	3:45pm	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm	5:45pm	6:00pm
Bob Smith											
Mrs. Brown - Grade 1	0	۲	0	0	0	۲	0		٢	٢	-
Barb Smith											
Mr. Green - Grade 2	-	-	-	۲	0	0	0	۲	0		-
4											*
Wednesday, Oct 2											
	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm	5:45pm	6:00pm	6:15pm	6:30pm

	4:00pm	4:15pm	4:30pm	4:45pm	5:00pm	5:15pm	5:30pm	5:45pm	6:00pm	6:15pm	6:30pm
	4:0	4:1	4:3	4:4	5:0	5:1	5:3	5:4	6:0	6:1	6:3
Bob Smith											
Mrs. Brown - Grade 1	0	0	0	0	0	0	0	0	-	0	۲
Barb Smith											
Mr. Green - Grade 2	-	۲	0	0	0	۲	۲		-	۲	٢
4											•
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# **Parent-teacher interview bookings**

6. When you have successfully booked your interviews, you will see this message.

## Bookings

7. You will receive an email confirmation when you have registered. You can click on the link at the bottom of the email if you need to change your booking, as long as the registration period is open.



Lethbridge Training Website October Parent Teacher Interviews Bookings

## **October Parent Teacher Interviews Bookings**

### **Bookings for: Bill Smith**

### Your bookings are listed below.

#### Bob

Grade 1: Mrs. Brown

You can view, change, or cancel your bookings by clicking here.