

Parent Directions for Using PickATime

About pickATime PickATime is a web-based application to schedule conferences with teachers during the November and February parent/teacher conferences. By using pickATime, you can schedule appointments that meet your busy schedule, print your scheduled appointments, and even receive an email reminder. To access this program, please click on the scheduling link on our school's website: <https://www.pickatime.com/client?ven=11600620>. You will be able to schedule or cancel appointments beginning on Tuesday, January 23rd. It will remain open through 11:59 p.m. on Wednesday, January 31st for the February 1st Conference date. If you do not have internet access, appointments can be made by contacting Linda McDonald @ 345-4049 ext 2. (Monday & Tuesday 9:00 am – 2:00 pm and Wednesday 9:00 am-11:00 am).

Create a Parent Account In order to schedule parent/teacher conferences in pickATime, you will need to create a user account every school year.

1 Go to your student's school website: <http://www.stfrancisparish.net/school/resources/parent-resources/> and click on the link to pickATime. **TIMESAVER:** You may want to bookmark your school's pickATime link as a favorite for future use. **WARNING:** Do not go to pickATime's main website to create your appointments. **NOTE:** Remember your pickATime user account for February conferences. 1 Click the Login/Create Account button.

2 Fill out the required fields (If you do not have an email address, you can make one up using @noemail.com, e.g., sjones@noemail.com.) The First and Last name fields should be your name, not your student's name.

3 Click the OK button.

STUDENT ID INFORMATION BELOW (*NOT THE CAFETERIA ID#*)

4 **The student's ID is their name, last & first together, no spaces (i.e. smithjoe)** and birthday (mm/dd/yy format (no leading zeroes i.e. 7/30/96 not 07/30/1996)) in the Student ID and Student's birthday fields, respectively.

5 Click the Add button. **NOTE:** You can add additional children attending this school once you have selected a conference date.

Create Appointments You can begin scheduling appointments once you have created an account. Each school determines the start and end dates and times for appointment taking in pickAtime. Please check with your school regarding these dates.

1 Log in to your school's pickAtime site if you are not currently logged in.

2 Click the link for the day you would like to schedule your appointments. A Legend will appear with your student's teachers.

NOTE: You can select a different day by clicking a different date link.

1 If you have additional students attending this same school, enter their Student ID and birthday and click the Add button.

2 Click the colored square for the teacher whom you would like to schedule an appointment.

3 Deselect the checkbox if you do not want an email reminder or you can change the timeframe of the reminder.

4 Click the Create Appointment button. A black square indicates your scheduled appointment. A white square indicates the time is unavailable.

5 Continue until all appointments have been scheduled.

Print a Schedule

1 Click the Printable schedule link.

2 Use your browser's print command to print a copy of your schedule.

3 Click the Return link to return to the Appointment screen.

4 Click Logout when finished. NOTE: Please bring your schedule with you to the conference. Cancel or Change Scheduled Appointments You may cancel or change an appointment any time prior to the end date/time of pickAtime appointment taking. If you need to cancel or change an appointment after that time, please contact your school.

Cancel an Appointment

- 1 Log in to your school's pickAtime site.
- 2 Click the Your schedule link.
- 3 Click the Cancel link next to the scheduled date and time.
- 4 Click the Cancel Appointment button to confirm the cancellation.
- 5 Print a new copy of your schedule. Follow the directions above for printing your schedule. NOTE: Follow Steps 2-4 to cancel additional appointments.

Change an Appointment

- 1 Log in to pickAtime.
- 2 Click the Your schedule link.
- 3 Click the Change time link.
- 4 Select a new date or time for this teacher appointment.
- 5 Click the Change Appointment button to confirm this change.
- 6 Print a new copy of your schedule. Follow the directions above for printing your schedule.

NOTE: Follow Steps 2-4 to change additional appointments. Edit pickAtime Account Information You may edit your pickAtime account at any time.

- 1 Log in to pickAtime.
- 2 Click the Edit Profile/Change Password link.
- 3 Make any changes to your account.
- 4 Click the Update button.
- 5 Click Logout when finished.