# Student-Led Conference – Online School Appointments

# Parent Instructions

1. Go to our school appointments web site: [stmichaels.schoolappointments.com](http://stmichaels.schoolappointments.com)
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button. **If you registered last term, you shouldn’t need to create a new account this term.**
3. Add your children into the system by clicking the "**Add a Student**" button. If you have more than one child, click "**Insert New**" to add siblings.



1. Click the "**date**" icon beside each child's name to schedule appointments. Select the teacher you wish to book appointments with and the "**View Calendars**" button.
2. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings. Repeat for each child.
3. Print your schedule of appointments when you have completed booking all your appointments.
4. When you have completed your entries – click to “LOG OUT”