


DIRECTIONS FOR PARENTS USING PICKATIME

<p>1. Go to your school's web page and click on the link to PickATime Conference Scheduler (or follow school's directions for the link)</p>	
<p>2. Create an account by entering an email address and a password (at least 6 characters) and click Login/Create Account</p> <p>Note: If you created an account last year for conferences, you will need to create a new account.</p>	<p style="text-align: center;">Enter your email and push "Login/Create Account".</p> <p>Your email address: <input type="text"/></p> <p>Your personal password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login/Create Account"/></p>
<p>3. Fill out all the fields requested and click OK to register. The first/last name fields should include your name, not your student's name.</p>	<p style="text-align: center;">Long Reach HS requires the following information Questions marked with an asterisk (*) must be completed.</p> <p>Email address * <input type="text"/></p> <p>Confirm Email address * <input type="text"/></p> <p>Your email address is also your login ID. Please double check that it is correct.</p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Telephone * <input type="text"/></p> <p>New Password at least 6 characters * <input type="password"/></p> <p>Confirm Password * <input type="password"/></p> <p>Click OK to register <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<p>4. Enter your child's Student ID (including leading 0's), child's birthday using the format shown (xx/xx/xxxx). Click Add.</p> <p>Note: If you have more children attending the <u>SAME</u> school, you can continue adding your children by filling out Student ID, birthday and clicking Add so that you can see available appointments for all your children at that school on the next screen.</p>	<p style="text-align: center;">Enter the values for an additional student and push "Add". Questions marked with an asterisk (*) must be completed.</p> <p style="text-align: center;">Student ID</p> <p>* <input type="text"/></p> <p>Student's birthday (e.g. '04/21/1989'):</p> <p>* <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p>
<p>5. Select the day you would like to make your appointments.</p>	
<p>6. A legend will appear with your child's teachers. Black squares display appointments you have made and white squares are unavailable appointments (already booked or teacher is unavailable).</p>	<p> <input type="checkbox"/> Appt scheduled for you <input type="checkbox"/> Appt Unavailable <input type="checkbox"/> Shanya Hilliard, 330 <input type="checkbox"/> Holly Eckard, 325 <input type="checkbox"/> Chad Mearns, 226 <input type="checkbox"/> Lee Ann Kulina, 306 <input type="checkbox"/> Shannon Miller, 256 </p>
<p>7. To schedule your appointment, click the colored square for the teacher and time you would like. If you would like a reminder, complete the reminder information and click Create Appointment. Repeat until all appointments have been scheduled. (The time slot will turn black to indicate your appointment with this teacher.)</p>	

<p>8. Click Printable Schedule to view your schedule. Use your browser's Print command to print. Click the Return button on the screen (not keyboard) when finished printing. Note: Please print your schedule and bring it with you on conference day.</p>	<table border="1"> <thead> <tr> <th>When</th> <th>Teacher</th> <th>Room</th> <th>Student</th> </tr> </thead> <tbody> <tr> <td>02/14/05 at 08:00 AM</td> <td>Lee Ann Kulina</td> <td>306</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 08:15 AM</td> <td>Shanya Hilliard</td> <td>330</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 08:30 AM</td> <td>Shannon Miller</td> <td>256</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 08:45 AM</td> <td>Holly Eckard</td> <td>325</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 09:00 AM</td> <td>Chad Mearns</td> <td>226</td> <td>Roberta Hecker</td> </tr> </tbody> </table>	When	Teacher	Room	Student	02/14/05 at 08:00 AM	Lee Ann Kulina	306	Roberta Hecker	02/14/05 at 08:15 AM	Shanya Hilliard	330	Roberta Hecker	02/14/05 at 08:30 AM	Shannon Miller	256	Roberta Hecker	02/14/05 at 08:45 AM	Holly Eckard	325	Roberta Hecker	02/14/05 at 09:00 AM	Chad Mearns	226	Roberta Hecker
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<p>10. If you would like to change or cancel your appointments, you will need to login (Steps 1 and 2) and click Your Schedule and choose either Cancel or Change Time. Follow the directions on the screen. Note: Don't forget to print your new schedule.</p>	<p>Your schedule </p>																								
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