

PickAtime Scheduler QUICK START GUIDE

1. Find your conference email from enrollment@latinpcs.org.

• This email will contain the link to the scheduling site and your child(ren)'s personal Latin ID number. Use the link and ID to create your account.

2. Go to pickatime.com

- Use the specific link provided in the email <u>https://pickatime.com/client?ven=11615775&event=356396</u>
- You can also go to pickatime.com and search for Washington Latin.

3. Create your account

- You may use any email for your account.
- Use the same link to login later, once your account is created.

4. Link your child(ren).

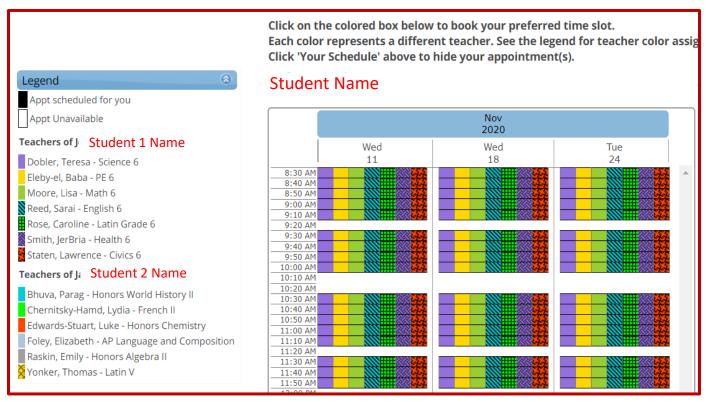
- Enter your child's Latin ID (provided in email) and birthdate.
- Repeat this for any additional children you have at Latin.
- You will then see the conference schedule for each child's teachers.

Welcome to the Washington Latin Online Scheduling System! You will need to login to schedule an appointment.					
NEW VISITOR: Simply click "Login/Create Account" and answer the questions there.					
ALREADY REGISTERED: Enter both your email and password and click "Login/Create Account".					
Email Address					
Password					
	Login/Create Account				
	Forgot Password				

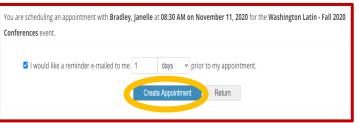
Please enter your child's information below. If you have multiple children at the school, simply add one at a time.					
Student ID					
*					
Student's birthday					
*					
	Add				

5. Schedule your conferences.

The screen will show all your child(ren)'s teachers and their available conference times. Each teacher is a column with a specific color, and the times are listed earliest at the top, latest at the bottom.



- To schedule a conference, click on a square to select that time.
- You will be taken to a confirmation screen. Select CREATE THIS
 APPOINTMENT and then you will return to the full schedule screen.
- You can make changes now or later through the system.



- Only one conference per teacher for each student. If you need for separate parent conferences for the same child, please contact Mr. Kelly, Assistant Principal (jkelly@latinpcs.org)
- The system prevents you from scheduling 2 conferences at the same time, even for different students. If you are tag-teaming the conferences with your partner parent, you can establish two accounts and bypass this limitation.

6. Review, change your conference schedule.

- For a full list of conferences, click the **Your Schedule** button.
- For each conference, you can **CANCEL** or **CHANGE TIME**.

Your Schedule Pretend JTL	Edit Profile/Change Password	Printable schedule	Logout
Washington Latin PCS - Dobler, Teresa	× Cancel P Details	Edit	Change time
I, Washington Latin PCS - Bhuva, Parag	× Cancel P Details	Edit	Change time
ngton Latin PCS - Edwards-Stuart, Luke	× Cancel P Details	Edit	Change time
on Latin PCS - Chernitsky-Hamd, Lydia	× Cancel P Details	Edit	• Change time
Washington Latin PCS - Eleby-el, Baba	× Cancel P Details	Edit	Change time
Washington Latin PCS - Rose, Caroline	× Cancel P Details	Edit	Change time

- When you have scheduled all conferences, click on Printable Schedule. You may print or send to your email.
- You will also get a confirmation email with the full list.

		Washington Latin - Fall 2020 Conferences		
When	Teacher	Class	Room	
November 11, 2020 at	Washington Latin PCS - Dobler,	Science 6	https://us02web.zoom.us/j/8	
08:30 AM	Teresa		pwd=b1c4MzBMZThUVXNqR	
November 11, 2020 at	Washington Latin PCS - Bhuva,	Honors World	https://us02web.zoom.us/j/3	
08:40 AM	Parag	History II	pwd=RXRSbG5rbzhPaDRIY3Z	
November 11, 2020 at	Washington Latin PCS -	Honors Chemistry	https://us02web.zoom.us/j/8	
08:50 AM	Edwards-Stuart, Luke		pwd=T1ZVVVEvYlpleEwwZnp	
November 11, 2020 at	Washington Latin PCS -	French II	https://us02web.zoom.us/j/8	
09:00 AM	Chernitsky-Hamd, Lydia		pwd=WVRHcFdJZHQyMHpZY	
November 18, 2020 at 08:40 AM	Washington Latin PCS - Eleby-el, Baba	PE 6	https://us02web.zoom.us/j/8	
November 18, 2020 at	Washington Latin PCS - Rose,	Latin Grade 6	https://us02web.zoom.us/j/8	
08:50 AM	Caroline		pwd=WHdPc2ZjWDdCMUFCe	

7. Attend the conferences!

The printable and emailed conference lists will include the Zoom details. On the day of the conference, you log in to Zoom using that link.

QUESTIONS? Email enrollment@latinpcs.org