



PARENT-ADVISOR CONFERENCES

PickAtime Scheduler QUICK START GUIDE

1. Find your conference email from communication@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 your Pickatime email
- 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.

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

4. Select the event (MS or US advisory conferences). Then link your child(ren).

- You need to select the Middle or Upper School first, then add 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 advisor.

Name	Date	Location
Washington Latin Middle School Advisory Conferences - 8/25/2021	8/25/2021	
Washington Latin Upper School Advisory Conferences 2021	08/25/2021	Zoom

SELECT EVENT
Washington Latin Upper School Advisory Conferences 2021 08/25/2021 Zoom

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

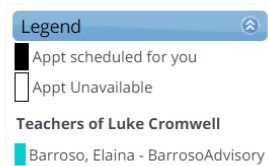
Student ID
*

Student's birthday
*

5. Schedule your conference(s) with your child(ren)'s advisor(s).

The screen will show your child(ren)'s advisor(s) 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.

August 25, 2021



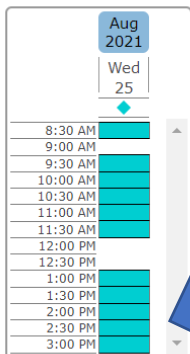
Legend

- Appt scheduled for you
- Appt Unavailable
- Teachers of Luke Cromwell
- Barroso, Elaina - BarrosoAdvisory

To schedule a conference, click on a square to select that time.

Click on the colored box below to book your preferred time slot. Each color represents a different teacher. See the legend for teacher color assignments. Click 'Your Schedule' above to hide your appointment(s).

Luke Cromwell X



Aug 2021
Wed 25

8:30 AM	Available
9:00 AM	Available
9:30 AM	Available
10:00 AM	Available
10:30 AM	Available
11:00 AM	Available
11:30 AM	Available
12:00 PM	Available
12:30 PM	Available
1:00 PM	Available
1:30 PM	Available
2:00 PM	Available
2:30 PM	Available
3:00 PM	Available

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

Student ID

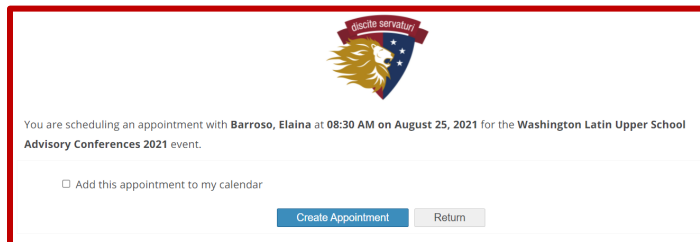
*

Student's birthday

*

Add

- 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.



Quisite servatur

You are scheduling an appointment with Barroso, Elaina at 08:30 AM on August 25, 2021 for the Washington Latin Upper School Advisory Conferences 2021 event.

Add this appointment to my calendar

Create Appointment Return

- Only one conference per advisor for each student.** If you need for separate parent conferences for the same child, please contact Ms. Bradley for Middle School or Ms. Brady for the Upper School.
- 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 list of conferences, click the **Your Schedule** button.
- For each conference, you can **CANCEL** or **CHANGE TIME**.

7. Attend the conference(s) on 8/25!

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 communication@latinpcs.org



Conferencias de padres y asesores

PickaTime

Guía de inicio rápido

1. Busque el correo electrónico de su conferencia en communication@latinpcs.org.

Este correo electrónico contendrá el enlace al sitio de programación y el número de identificación personal de su hijo. Utilice el enlace y la identificación para crear su cuenta.

2. Visite el sitio web pickatime.com

Utilice el enlace específico proporcionado en su correo electrónico de Pickatime. También puede ir a pickatime.com y buscar Washington Latin.

3. Cree su cuenta

Puede utilizar cualquier correo electrónico para su cuenta.

Utilice el mismo enlace para iniciar sesión más tarde, una vez creada su cuenta.

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ALREADY REGISTERED: Enter both your email and password and click "Login/Create Account".

Email Address

Password

4. Seleccione el evento (Middle School o Upper School) y vincule a su hijo.

Primero debe seleccionar la escuela intermedia o superior.

Ingrese el número de identificación de su hijo y la fecha de nacimiento.

Repita esto para cualquier niño adicional que asiste a Latin.

A continuación, verá el calendario de conferencias para el consejero de cada niño.

Name	Date	Location
Washington Latin Middle School Advisory Conferences - 8/25/2021	8/25/2021	
Washington Latin Upper School Advisory Conferences 2021	08/25/2021	Zoom

SELECT EVENT

Washington Latin Upper School Advisory Conferences 2021 08/25/2021 Zoom ▼

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

*

5. Programe su conferencia con el consejero de su hijo.

La pantalla mostrará el (los) consejero (s) de su (s) hijo (s) y sus horarios de conferencias disponibles. Cada maestro es una columna con un color específico, y los tiempos se enumeran primero en la parte superior y más tarde en la parte inferior.

August 25, 2021

Legend

- Appt scheduled for you
- Appt Unavailable

Teachers of Luke Cromwell

- Barroso, Elaina - BarrosoAdvisory

To schedule a conference, click on a square to select that time.

Click on the colored box below to book your preferred time slot. Each color represents a different teacher. See the legend for teacher color assignments. Click 'Your Schedule' above to hide your appointment(s).

Luke Cromwell ✕

Aug 2021
Wed 25

8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	
2:30 PM	
3:00 PM	

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

- Serás llevado a una pantalla de confirmación. Seleccione CREAM ESTA CITA y luego volverá a la pantalla de programación completa.
- Puede realizar cambios ahora o más tarde a través del sistema.



You are scheduling an appointment with Barroso, Elaina at 08:30 AM on August 25, 2021 for the Washington Latin Upper School Advisory Conferences 2021 event.

Add this appointment to my calendar

[Create Appointment](#) [Return](#)

- **Solo una conferencia por asesor para cada estudiante.** Si necesita conferencias de padres separadas para el mismo niño, comuníquese con la Sra. Bradley para la escuela intermedia o la Sra. Brady para la escuela superior.
- **El sistema le impide programar 2 conferencias al mismo tiempo, incluso para diferentes estudiantes.** Si está formando un equipo de etiqueta en las conferencias con su padre socio, puede establecer dos cuentas y evitar esta limitación.

6. Revise o cambie el horario de su conferencia.

Para obtener una lista de conferencias, haga clic en el botón Su agenda. Para cada conferencia, puede CANCELAR o CAMBIAR LA HORA.

7. ¡Asista a la (s) conferencia (s) el 25 de agosto!

Las listas de conferencias imprimibles y enviadas por correo electrónico incluirán los detalles de Zoom. El día de la conferencia, inicie sesión en Zoom usando ese enlace.