



PARENT-TEACHER CONFERENCES

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
<https://pickatime.com/client?ven=11615775&event=356396>
- 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. 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.

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 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.

Click on the colored box below to book your preferred time slot.

Each color represents a different teacher. See the legend for teacher color assign. Click 'Your Schedule' above to hide your appointment(s).

Student Name

Legend

- Appt scheduled for you
- Appt Unavailable

Teachers of J: **Student 1 Name**

- Dobler, Teresa - Science 6
- Eleby-el, Baba - PE 6
- Moore, Lisa - Math 6
- Reed, Sarai - English 6
- Rose, Caroline - Latin Grade 6
- Smith, JerBria - Health 6
- Staten, Lawrence - Civics 6

Teachers of J: **Student 2 Name**

- Bhuva, Parag - Honors World History II
- Chernitsky-Hamd, Lydia - French II
- Edwards-Stuart, Luke - Honors Chemistry
- Foley, Elizabeth - AP Language and Composition
- Raskin, Emily - Honors Algebra II
- Yonker, Thomas - Latin V

	Nov 2020		
	Wed 11	Wed 18	Tue 24
8:30 AM			
8:40 AM			
8:50 AM			
9:00 AM			
9:10 AM			
9:20 AM			
9:30 AM			
9:40 AM			
9:50 AM			
10:00 AM			
10:10 AM			
10:20 AM			
10:30 AM			
10:40 AM			
10:50 AM			
11:00 AM			
11:10 AM			
11:20 AM			
11:30 AM			
11:40 AM			
11:50 AM			
12:00 PM			

- 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.

You are scheduling an appointment with Bradley, Janelle at 08:30 AM on November 11, 2020 for the Washington Latin - Fall 2020 Conferences event.

I would like a reminder e-mailed to me 1 days prior to my appointment.

Create Appointment Return

- Only one conference per teacher for each student.** If you need separate parent conferences for the same child, please contact Kate Cromwell & Dena Kolb (communication@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.

