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. *(If you used Pickatime before, you do not need to recreate the account.)*

2. Go to pickatime.com

Use the specific link provided in your Pickatime email. You can also search for Washington Latin at pickatime.com.

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. Select the event *(by date and campus or use the link in the email).*

5. Link your child(ren) to your account.

   - 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.
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.

- 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 advisor for each student.** If you need for separate parent conferences for the same child, please contact us by email (ajcconferences@latinpcs.org or 2ndstconferences@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 list of conferences, click the Your Schedule button.
- For each conference, you can CANCEL or CHANGE TIME.

7. Attend the conference(s)!

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

QUESTIONS? Email us!

Email Cooper - ajcconferences@latinpcs.org
2nd Street - 2ndstconferences@latinpcs.org