



# PARENT-ADVISOR CONFERENCES

## PickAtime Scheduler QUICK START GUIDE

### 1. Find your conference email from [communication@latinpcs.org](mailto: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](http://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.

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

Name	Date	Location
<a href="#">Washington Latin Middle School Advisory Conferences - 8/25/2021</a>	8/25/2021	
<a href="#">Washington Latin Upper School Advisory Conferences 2021</a>	08/25/2021	Zoom

### 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.

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.

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** ✕

**Legend**

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

Aug 2021  
Wed 25

8:30 AM	Barroso, Elaina - BarrosoAdvisory
9:00 AM	Barroso, Elaina - BarrosoAdvisory
9:30 AM	Barroso, Elaina - BarrosoAdvisory
10:00 AM	Barroso, Elaina - BarrosoAdvisory
10:30 AM	Barroso, Elaina - BarrosoAdvisory
11:00 AM	Barroso, Elaina - BarrosoAdvisory
11:30 AM	Barroso, Elaina - BarrosoAdvisory
12:00 PM	Barroso, Elaina - BarrosoAdvisory
12:30 PM	Barroso, Elaina - BarrosoAdvisory
1:00 PM	Barroso, Elaina - BarrosoAdvisory
1:30 PM	Barroso, Elaina - BarrosoAdvisory
2:00 PM	Barroso, Elaina - BarrosoAdvisory
2:30 PM	Barroso, Elaina - BarrosoAdvisory
3:00 PM	Barroso, Elaina - BarrosoAdvisory

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**

\*

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 **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

- Only one conference per advisor for each student.** If you need for separate parent conferences for the same child, please contact us by email ([ajconferences@latinpcs.org](mailto:ajconferences@latinpcs.org) or [2ndstconferences@latinpcs.org](mailto: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 - [ajconferences@latinpcs.org](mailto:ajconferences@latinpcs.org)  
2nd Street - [2ndstconferences@latinpcs.org](mailto:2ndstconferences@latinpcs.org)