



PARENT-TEACHER 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. Use the link and your child(ren)'s birthday 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.

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).

SELECT EVENT			
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	

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

- Enter your child's birthdate (mm/dd/yyyy).
- Repeat this for any additional children you have at Latin.
- You will then see the conference schedule for your child(ren)'s teacher(s).

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 teacher(s).

The screen will show your child(ren)'s teacher(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

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

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.



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 teacher for each student.** If you need additional parent conferences for the same child, please contact us by email (ajconferences@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 access details. On the day of the conference, you log in to Google Meet using those links.

QUESTIONS? Email us!

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