



# 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. Use it to create an account OR to schedule conferences, if you already have an account.

### 2. Go to [pickatime.com](http://pickatime.com)

- Use the specific link provided in your Pickatime email
- You can also go to [pickatime.com](http://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

[Login/Create Account](#)

[Forgot 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
<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

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  
\*

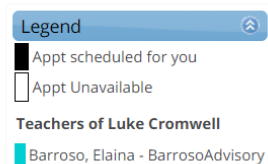
Student's birthday  
\*

[Add](#)

## 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



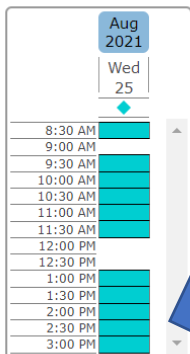
**Legend**

- 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.

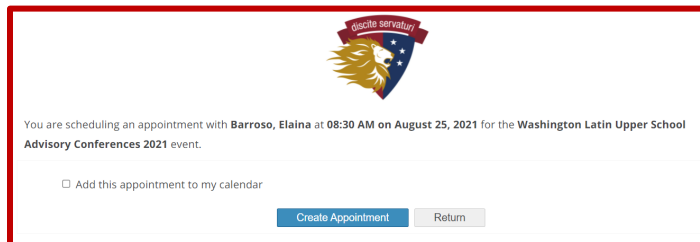
**Student ID**


\*

**Student's birthday**

\*

- 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 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)!

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 your campus team!**

**AJCConferences@latinpcs.org OR [2ndStConferences@latinpcs.org](mailto:2ndStConferences@latinpcs.org)**