



# 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](https://pickatime.com)

- Use the specific link provided in your Pickatime email
- You can also go to [pickatime.com](https://pickatime.com) and search for Washington Latin.

### 3. Create your account

- Use any email to create your account.
- You can also go to [pickatime.com](https://pickatime.com) and search for Washington Latin.

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. Then link your child(ren).

- You need to select the event (by campus).
- Enter your child's birthdate.
- Repeat this for any additional children you have at Latin.
- You will then see the conference schedule for each of your child's teaches.

Kate Cromwell Edit Profile/Change Password Printable schedule Admin UI Logout

Login As: email  Login

SELECT EVENT

Washington Latin 2nd St. Conferences - Fall 2023 11/20 and 11/21 (virtual only), & 12/8 (in person only)

Washington Latin 2nd St. Conferences - Fall 2023 11/20 and 11/21 (virtual only), & 12/8 (in person only)

Cooper Family-Teacher Conferences November 2023 November 20-21, 2023 Virtual

Virtual

[Click here to select another date:](#)

Nov 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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 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 assignments.

Click 'Your Schedule' above to hide your appointment(s).

### Legend

☒ Appt scheduled for you

☐ Appt Unavailable

#### Teachers of Luke Cromwell

Allison, Kena - HonorsBiology-Sec.1

Edwards-Stuart, Luke - APChemistry-Sec.6

Hotchkiss, Brian - APLiteratureandComposition-Sec.5

Kukic, Mirnes - HonorsUSHistory-Sec.4

Love, Khallid - HonorsPre-Calculus-Sec.3

Moore, Howard - HonorsLatinIII-Sec.7

Luke Cromwell ✕

Nov 2023	
Mon 20	
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	

Please enter your child's information below.  
If you have multiple children at the school, simply add one at a time.

Student First Name + Last Name

\*

Student's birthday


\*

Add

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.
- Only one conference per teacher for each student.** If you need for separate parent conferences for the same child, please contact us.

**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.



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](#)

## 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)!

For virtual conferences, we provide a link directory the day before the conferences.

**QUESTIONS? Email your campus team!**

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