

# Conference Manager

## Parent Guide

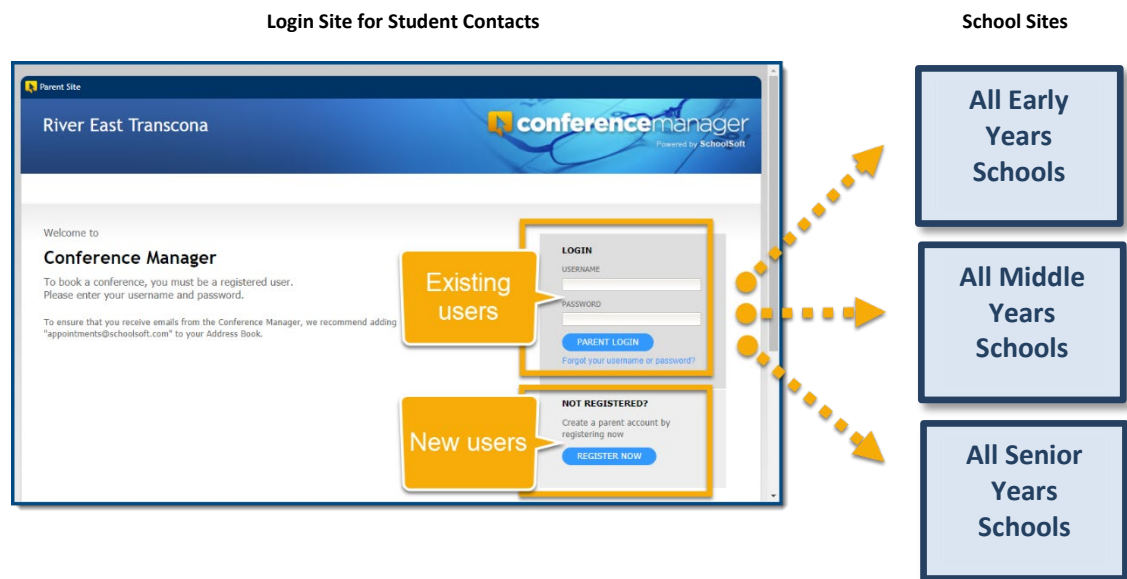


## A. Introduction

- RETSD uses the Conference Manager service to allow student contacts to book appointments for school events. The appointments may be face-to-face or virtual meetings using MS Teams.
- Primarily it is use for Parent-Teacher conferences, but it can be used by schools for any type of bookable event.
- The system is best accessed on a computer, but mobile devices will function as well. Currently, there is no mobile application for this Web service.

## B. Access

- All student contacts login to the system from a common site.
- Once logged in, the system will direct you to the appropriate school site to complete the booking process.
- Accounts can be used to book meetings for one or more students at one or more schools.



## C. Creating an Account

1. Using your Web browser, go to: <https://retsd.schoolsoft.com/>
2. Click on the **Register Now** button.
3. Enter the **Parent/Guardian** Information fields
4. Enter the **Student Information** fields for one or more students and indicate their associated schools from the list boxes.
5. Read and accept the **Terms and Conditions**.
6. Click the **Submit** button

Parent Site

River East Transcona conference

### Registration

Please enter the required information below:

**PARENT/GUARDIAN INFORMATION**

First Name: David, Last Name: Schroeder, Daytime Phone: [Empty]  
Email Address: [Empty]@gmail.com, Confirm Email Address: [Empty]@gmail.com  
Username (used for log in): [Empty]@gmail.com, Password: [Empty], Confirm Password: [Empty]

1

**STUDENT INFORMATION**

STUDENT 1: First Name: Diana, Last Name: Schroeder, School: Miles Macdonell Collegiate  
STUDENT 2: First Name: Nathan, Last Name: Schroeder, School: Lord Wolseley School  
STUDENT 3: First Name: [Empty], Last Name: [Empty], School: -- Select a School --  
STUDENT 4: First Name: [Empty], Last Name: [Empty], School: -- Select a School --

2

**ADD ANOTHER STUDENT**

**Terms and Conditions**

This service is provided by SchoolSoft Technologies Inc. (SchoolSoft). Your use of the SchoolSoft system is voluntary. If you are uncomfortable with, or unable to use our online system, you should contact the school to determine alternate ways of scheduling.

While the occurrence of scheduling conflicts is very rare, it is possible that scheduling errors may arise. Therefore, conferences scheduled online are subject to change. If a problem occurs, or if it is necessary to change a booking, the school will make every attempt to contact you about the issue.

I have read and accept the Terms and Conditions .  
 YES

3

**SUBMIT**

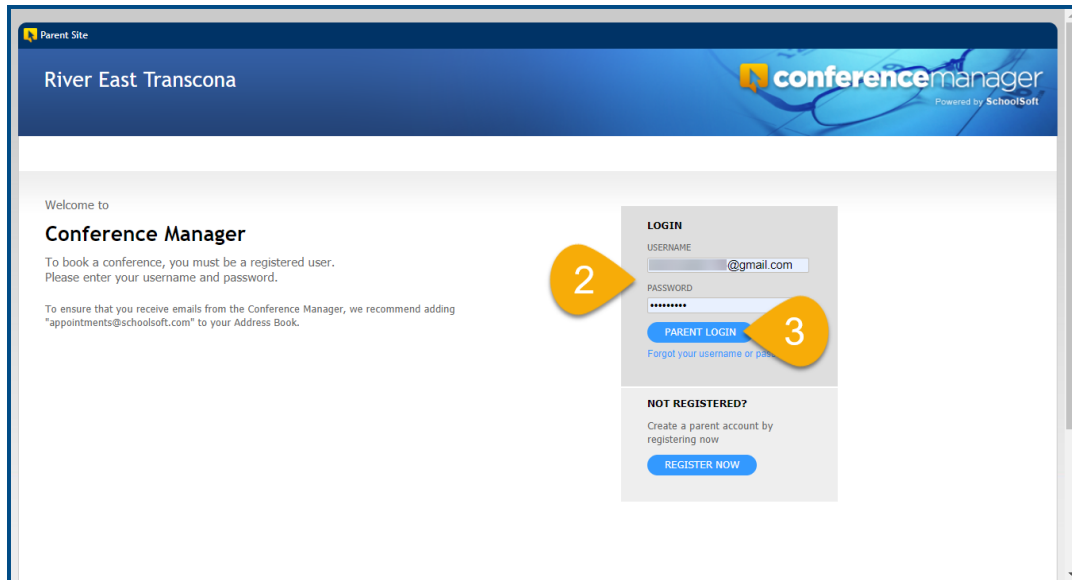
4

SchoolSoft  
©SchoolSoft Technologies Inc. All rights reserved.  
Visit [www.schoolsoft.com](http://www.schoolsoft.com)  
Version 6.9.0

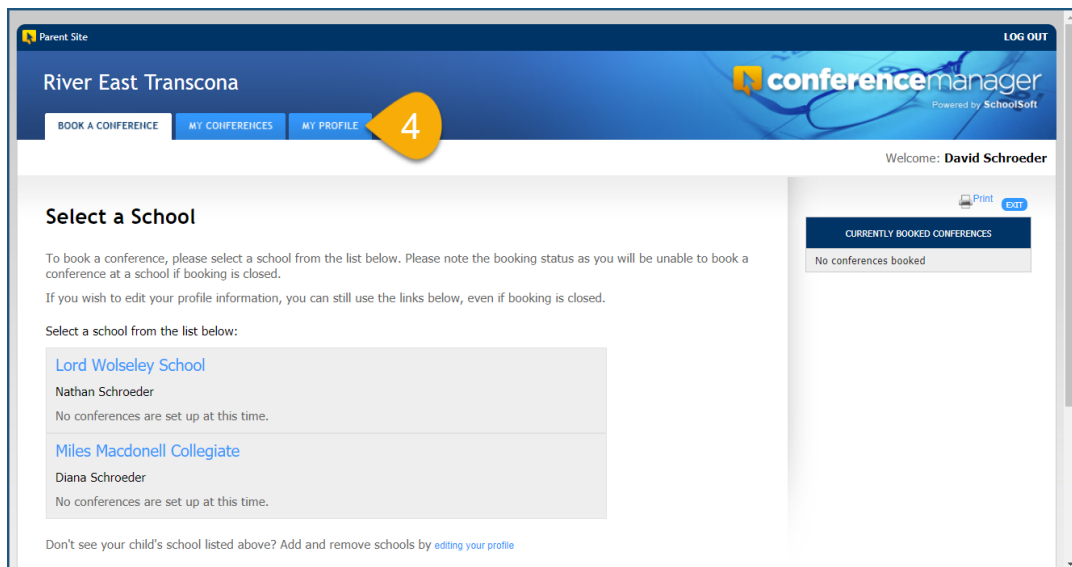
## D. Linking to a New School – Managing Your Account

Parent/guardians will need to manage their own Conference Manager account. This includes the school associated with your child. It is possible to have multiple schools linked to the same child.

1. Using your Web browser, go to: <https://retsd.schoolsoft.com/>
2. Enter your **Username** that you created.
3. Click the **Parent Login** button.
  - If you have trouble with your account, use the **Forgot your username or password** link.



4. Click on the **My Profile** tab in the upper area of the screen.



5. Make any necessary changes to your **Profile**.
  - Email or telephone number.
  - Change the linked school.
  - Add an additional school to a child.
  
6. Click the **Submit** button to save the changes.

Parent Site LOG OUT

River East Transcona **conference manager**  
Powered by SchoolSoft

[BOOK A CONFERENCE](#) [MY CONFERENCES](#) [MY PROFILE](#)

Welcome: **David Schroeder**

### My Profile

Edit the information below, then submit your changes:

**PARENT/GUARDIAN INFORMATION**

First Name	David	Last Name	Schroeder
Email Address	@gmail.com	Primary Phone	204-
Username (used for log in)	@gmail.com		
Password	*****	<a href="#">CHANGE PASSWORD</a>	

**STUDENT INFORMATION**

**Warning.** Any changes to first or last names will be reflected in conferences already booked.

STUDENT 1	First Name: Diana	Last Name: Schroeder	School: Miles Macdonell Collegiate
STUDENT 2	First Name: Nathan	Last Name: Schroeder	School: Lord Wolseley School
STUDENT 3	First Name: Nathan	Last Name: Schroeder	School: École John Henderson Middle Sc

[ADD ANOTHER STUDENT](#)

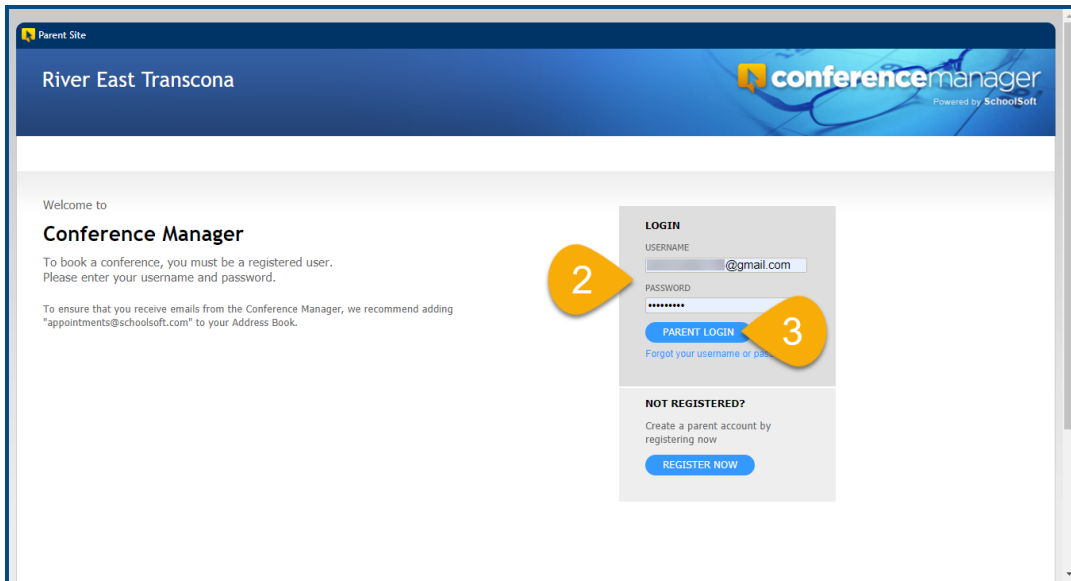
[UNREGISTER ME](#)

**6** [SUBMIT](#)

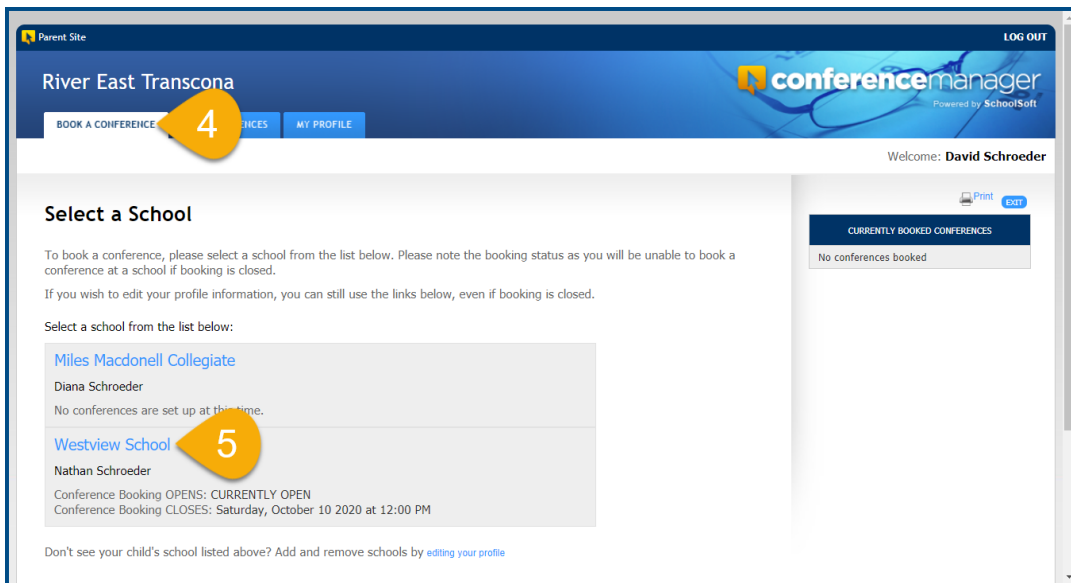
© SchoolSoft Technologies Inc. All rights reserved.  
Visit [www.schoolsoft.com](http://www.schoolsoft.com)  
Version 6.9.25

## E. Making A Booking

1. Using your Web browser, go to: <https://retsd.schoolsoft.com/>
2. Enter your **Username** that you created.
3. Click the **Parent Login** button.
  - If you have trouble with your account, use the **Forgot your username or password** link.
  - If all else fails, contact the school office for help with your account.



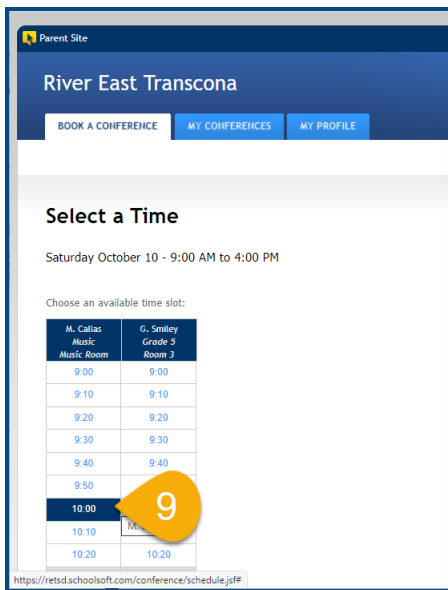
4. Ensure that you are on the **Book a Conference** tab.
5. Click on the school name required.



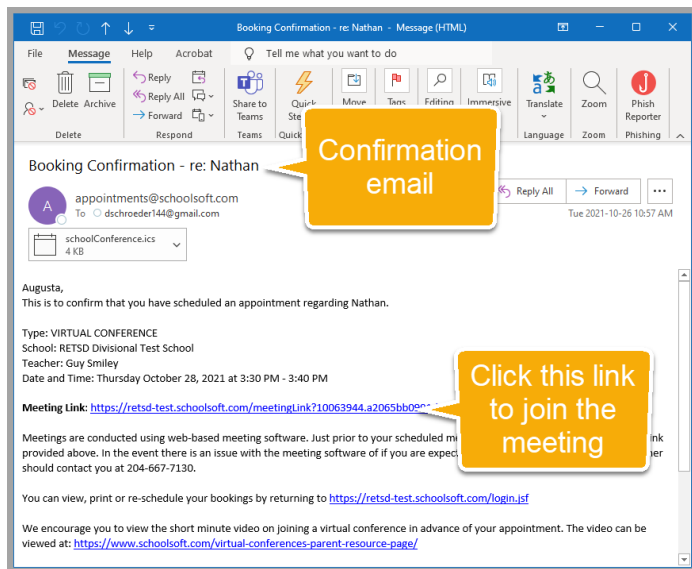
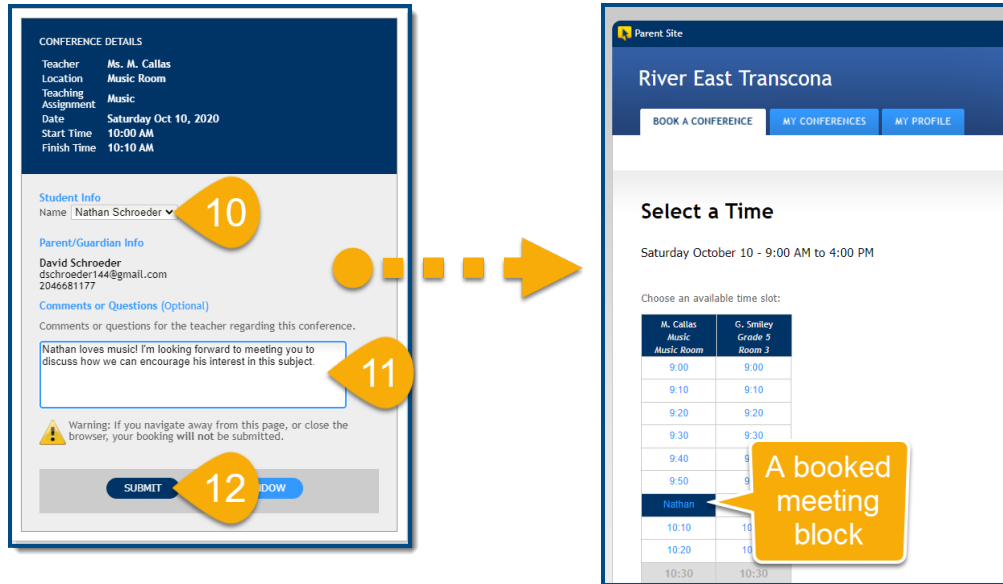
6. Select the appropriate **Conference Session**.
7. Click the checkboxes for the teachers that you wish to meet with.
8. Click the **Next** button.



9. Click on the time-block for one of the teachers that best suits your schedule.



10. If required, select the name of your child that the meeting is focused on.
11. Optionally, enter some text in the comment area that will be viewable by the teacher.
12. Click the **Submit** button.
  - This will book the meeting for the selected time slot
  - You will receive a confirmation email for the meeting
13. Repeat the process for any other meetings that you would like to make.





## F. Reviewing/Cancelling Bookings

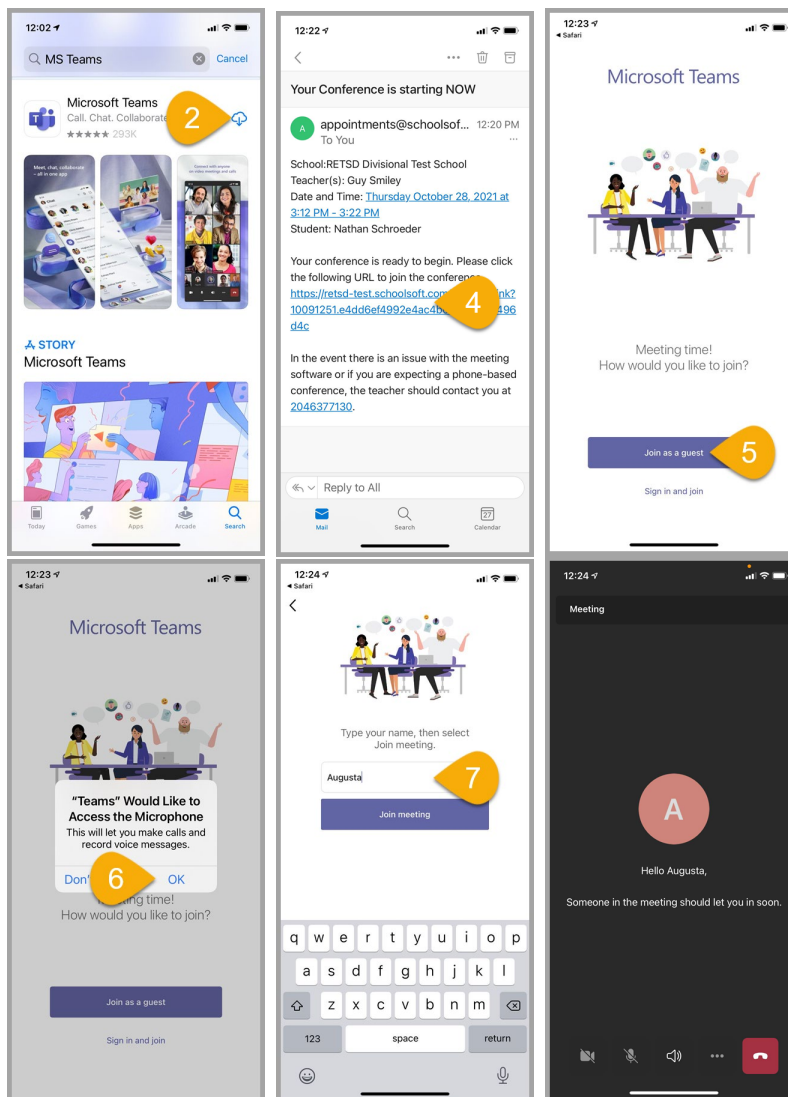
1. Ensure that you are logged into the Conference Manager system.
2. Click on the **My Conferences** tab.
3. Review the booked conferences listed.
4. Click the **Cancel Appt.** button associated with a booking to cancel the meeting.
5. Click the **Ok** button to confirm the cancellation.

The screenshot shows a web browser window with the URL <https://retsd.schoolsoft.com/conference/myConferences.jsf>. The page header includes the River East Transcona logo, navigation tabs for 'BOOK A...', 'MY CONFERENCES', and 'MY PROFILE', and a 'LOG OUT' button. A confirmation dialog box is open, displaying the message 'retsd.schoolsoft.com says Click OK to confirm conference cancellation.' with 'OK' and 'Cancel' buttons. The main content area is titled 'My Conferences' and includes a 'Print' button and an 'EXIT' button. Below this is a table for 'Westview School' with columns for DATE, TIME, TEACHER, TEACHING ASSIGNMENT, STUDENT, and LOCATION. A single row of data is visible. At the end of the row, there are 'EDIT' and 'CANCEL APPT.' buttons. Yellow callout boxes with numbers 2, 3, 4, and 5 point to the 'MY CONFERENCES' tab, the table, the 'CANCEL APPT.' button, and the 'OK' button in the dialog box, respectively.

DATE	TIME	TEACHER	TEACHING ASSIGNMENT	STUDENT	LOCATION
Sat Oct 10, 2020	10:00 AM - 10:10 AM	Ms. M. Callas	Music	Nathan	Music Room

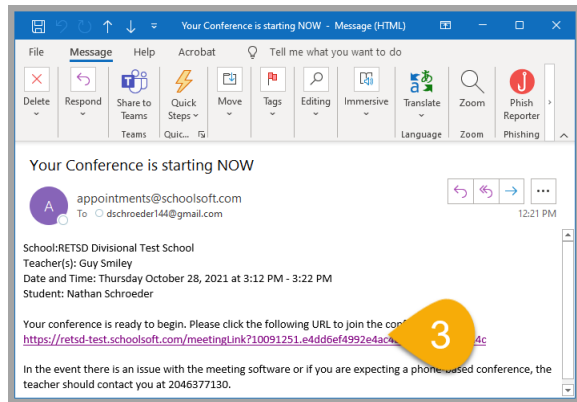
## G. Joining a Virtual Meeting on a Mobile Device

1. Book your meeting normally using the Conference Manager system. You will receive an email confirmation which includes the meeting link.
2. Install the MS Teams application on your device.
3. Check your email. Just prior to the meeting, the teacher will click the will send another email to you which includes the same meeting link.
4. Click the meeting link to join the meeting
5. Click the **Join as a guest** button.
6. Allow Teams to use your microphone.
7. Enter your **Name** and click **Join Meeting**



## H. Joining a Virtual Meeting on a Computer

1. Book your meeting normally using the Conference Manager system. You will receive an email confirmation which includes the meeting link.
2. Check your email account. Just prior to the meeting, the teacher will click the will send another email to you which includes the same meeting link.
3. Click the meeting link to join the meeting
  - This will open your Web browser.



4. Depending on your computer setup, you will likely want to click the **Continue** on this browser.
  - This will bring you into the Lobby of the meeting. The teacher will allow you entry when they are ready to bring the meeting.

