



Conference Manager Bookings on a Smartphone

We have worked to make it easier for parents to book a parent-teacher conference on a smartphone screen. After accessing the Conference Manager, a series of screens designed specifically for the small format of a smartphone guides parents through the process of selecting teachers, conference dates and booking times. The steps are detailed below.

Tap **BOOKINGS** to view all appointments that have been scheduled to help with coordinating conference times

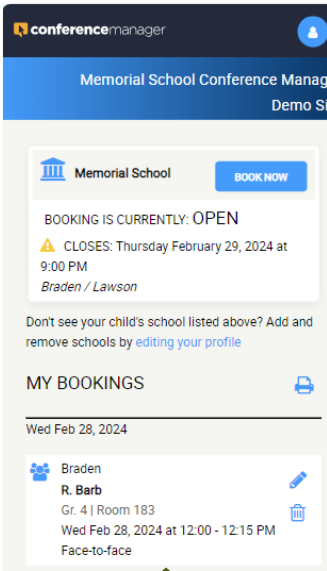
1 Tap **BOOK NOW** to start the booking process

2 Select the teacher(s) and tap **CONTINUE**

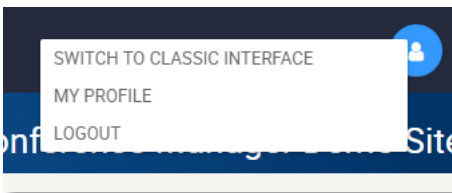
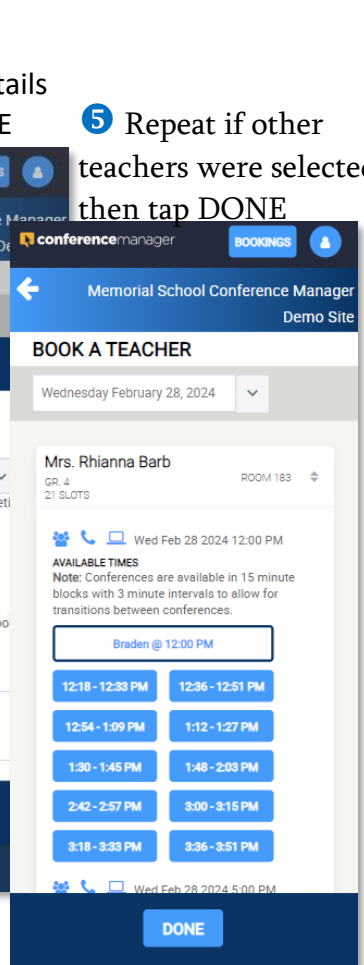
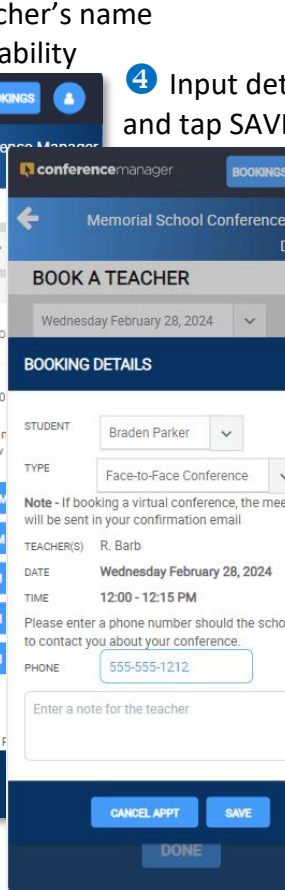
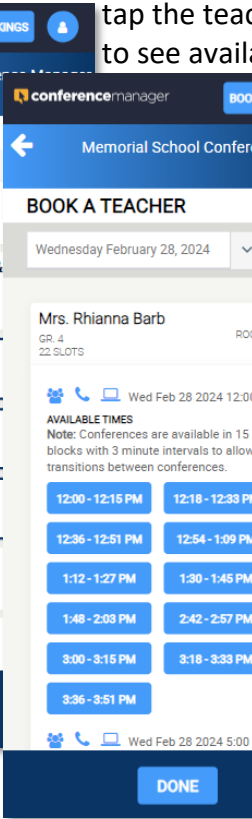
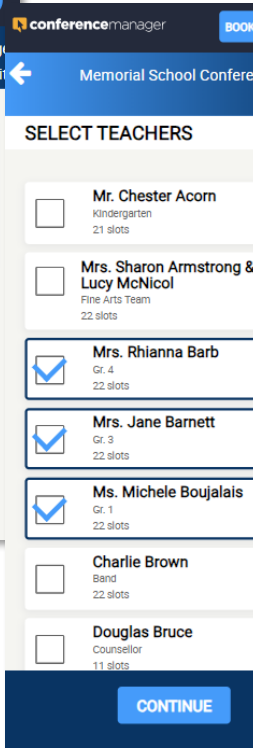
3 Select the date then tap the teacher's name to see availability

4 Input details and tap **SAVE**

5 Repeat if other teachers were selected then tap **DONE**



Bookings already made will be displayed on the start page.



Tap the **PROFILE** icon to access your profile or to switch your smartphone to use Classic View

Please note the screens shown are similar to what is displayed on a smartphone when booking a parent-teacher conference.

Q&A

Can I switch back and forth between the new screens designed for a smartphone and the screens from the original design?

Yes, you can switch between the new interface for mobile devices and what we refer to as the Classic interface. If you are in the mobile interface, click the profile icon in the top right of the screen and then click the SWITCH TO CLASSIC INTERFACE option. If you are in the Classic interface, click the SWITCH TO NEW INTERFACE link at the top of the screen. Clicking this will take you to the screens designed for mobile devices.

I use a laptop computer to book my conferences. I like the way the new interface displays all available appointment times for a teacher for the date selected. Is it possible for me to use the new interface on my laptop?

Yes, just like you are able to switch between the Mobile interface and the Classic interface on a smartphone, we implemented the new booking screens so can do the same thing on a laptop or desktop computer. Once you are logged into the Conference Manager, you can switch to the new interface by clicking the SWITCH TO NEW INTERFACE link at the top of the screen as shown below.

Although the Classic interface has some advantages for coordinating times, the new interface shows all times available for a teacher, even across different conference sessions. For example, the availability a teacher has in the daytime conference session as well as those those available in the evening can be viewed at the same time. This is the case, whether booking on a handheld device or a laptop or desktop computer. Here is a sample of what the new interface looks like on a desktop or laptop display.

The screenshot shows the 'conference manager' interface on a desktop. At the top, there's a dark blue header with 'conference manager' on the left, 'BOOKINGS' and a user icon on the right, and a back arrow on the left. Below the header, it says 'Memorial School Conference Manager Demo Site'. The main content area is titled 'BOOK A TEACHER' and shows a date selector for 'Wednesday February 28, 2024'. Below that, there's a section for 'Mr. Chester Acorn' in 'KINDERGARTEN' with '19 SLOTS' and a 'LOCATION' dropdown set to 'TINY ROOM'. Two conference sessions are listed: one at 12:00 PM and another at 5:00 PM. Each session has a note: 'Note: Conferences are available in 15 minute blocks with 3 minute intervals to allow for transitions between conferences.' Below each note are buttons for available time slots. The 12:00 PM session has slots from 12:18 to 3:15 PM. The 5:00 PM session has slots from 5:00 to 8:33 PM. A 'DONE' button is at the bottom.