## Scheduling Appointment Times Online Using "Conference Manager"

Conference Manager, a web-based scheduling application, allows parents to book appointments online for school events. The link for the Conference Manager Parent Login Site is: <u>https://retsd.schoolsoft.com</u>

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the <u>first time</u> you use the system.

## **Existing Users – Log In to Parent Account**

If you have used Conference Manager to book appointments at Wayoata School, or at another school in our school division, please use your existing log in credentials to log in to the Conference Manager. The My Profile tab will show any children that are attached to your profile and is the location to add a child, if applicable.

## New Users - Create Parent Account

Create your account and add your child(ren) to your profile by following the instructions on the attached "Conference Manager Parent Guide". Once you have registered the first time, your email and password remain in the system. Note: You can update your Parent Account at any time by logging in and updating your profile. Parents/guardians can access their existing account or create a new account at any time.

#### **Booking Appointment(s)**

After the system "opens" you can access Conference Manager using the link shown above. The booking system is only available for parents to schedule appointments between specific dates and times for each session. These times would be communicated to families for each session. While the system is 'open', select the teachers with whom you want to book an appointment and choose an available time slot. After booking your appointments, you can print off your schedule. You will also receive an email confirming your appointment. You can log into the system at any time to view your bookings, print, cancel or reschedule appointments.

**Can't remember your password?** If you forget your password, access Conference Manager using the link shown above, select "Forgot your password" and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. *Be sure to add appointments@schoolsoft.com to your Address Book. This will over-ride any spam filters that might be blocking the email.* If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

Please refer to the "Conference Manager Parent Guide" on the following pages to help navigate this system.

If you have any questions or need assistance, please feel free to contact the school.

### **Conference Manager – Video Tutorials**

This video demonstrates the process of creating a parent account in the Conference Manager. <u>Creating a Parent Account</u>

This video demonstrates the process of booking a meeting in the Conference Manager. Booking a Meeting

This demonstrates the process for a parent to join a virtual parent teacher conference with a mobile device. Join a Virtual Conference - Mobile Device

This demonstrates the process for a parent to join a virtual parent teacher conference with a laptop or desktop.

Join a Virtual Conference - Laptop or Desktop

**Conference Manager – Parent Guide can be found on the following pages.** (PDF guide attached to this document.)

# **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.



# River East Transcona

# C. Creating an Account

- 1. Using your Web browser, go to: <u>https://retsd.schoolsoft.com/</u>
- 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

Rarent Site		
River East Transcona		L conferent
Registration		
Please enter the required information be	low:	
PARENT/GUARDIAN INFORMATION		
First Name David	Last Name Schroeder	Daytime Phone
Email Address Company	Confirm Email Address @gmail.com	1
Username (used for log in) P @gmail.com	Password	Confirm Password
Passwords are case sensitive and must be at leas To ensure that you receive emails from the Confe	it 6 characters in length. erence Manager, we recommend adding "annu	pintments@schoolsoft.com" to your Address Book.
To ensure this jou feeline entities not the conte	nence nanage, ne reconnicita avenig opp	in the loss sector and the feat has been
STUDENT INFORMATION	La Maria	School
STUDENT 1 Diana	Schroeder	Miles Macdonell Collegiate
First Name STUDENT 2 Nathan	Last Name Schroeder	School Lord Wolseley School
First Name STUDENT 3	Last Name	School Select a School V
First Name	Last Name	School
STUDENT 4		Select a School V
ADD ANOTHER STUDENT		•
This service is provided by SchoolSoft Te SchoolSoft system is voluntary if you are system, you should contact the school to While the occurrence of scheduling config errors may arise. Therefore, conferences problem occurs, or if it is necessary to ch attempt to contact you about the issue.	schnologies Inc. (SchoolSoft). Your us a uncomfortable with, or unable to use determine alternate ways of schedulii tick is very rare. It is possible that sche scheduled online are subject to chan ange a booking, the school will make	s of the our online gg. duling ge. If a every
I have read a the Terms a	and Conditions .	
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## 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: <u>https://retsd.schoolsoft.com/</u>
- 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.

Rarent Site	
River East Transcona	Conferencemanager Powerd by School Solt
Welcome to Conference Manager Dook a conference, you must be a registered user, Please entry your usersme and password. To ensure that you receive emails from the Conference Manager, we recommend adding appointments@schoolsoft.com* to your Address Book.	LOGIN USENJANE @gmail.com PASSWORD PARENT LOGIN PARENT LOGIN Parent grant account by registering now REGISTER NOV

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.

Narent Site	LOG OUT
River East Transcona	
BOUR A LOIFEREIRLE MT LOIFEREIRLES MI PROFILE	Welcome: David Schroeder
My Profile	
Edit the information below, then submit your changes:	
PARENT/GUARDIAN INFORMATION	
First Name Last Name David Schroeder	
Email Address Primary Phone 204-	
Username (used for log in) @amail.com	
Password CHANGE PASSWORD	
STUDENT INFORMATION	
Warning. Any changes to first or last names will be refle	cted in conferences already booked.
First Name Last Name STUDENT 1 Diana Schroeder	School Miles Macdonell Collegiate 🗸
First Name Last Name STUDENT 2 Nathan Schroeder	School Lord Wolseley School
	Change or add a
First Name Last Name STUDENT 3 Nathan Schroeder	
	student
Torme and Conditions	
UNREGISTER ME	
6 слемат	
	© Schoolsoft Technologies Inc. All rights reserved. Visit www.schoolsoft.com Version 6.9.25



# E. Making A Booking

- 1. Using your Web browser, go to: <u>https://retsd.schoolsoft.com/</u>
- 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.

N Parent Site	· · · · · · · · · · · · · · · · · · ·
River East Transcona	Conferencemanager Powerd by School Soft
Welcome to Conference Manager To book a conference, you must be a registered user. Please enter your username and password. To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.com" to your Address Book.	LOGIN         USERMARE         ASSWORD         PARENT LOGIN         Briggt your username or bay         Point Registering now         REGISTER NOW

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

liver East Transcona	<b>Conference</b> manager
BOOK & CONFERENCE	Powered by SchoolSoft
	Welcome: David Schroeder
alast s Sebasi	Print Extr
elect a school	CURRENTLY BOOKED CONFERENCES
o book a conference, please select a school from the list below. Please note the booking status as you will be unable to book a onference at a school if booking is closed.	No conferences booked
you wish to edit your profile information, you can still use the links below, even if booking is closed.	
elect a school from the list below:	
Miles Macdonell Collegiate	
Diana Schroeder	
No conferences are set up at this time.	
Westview School 🧹 5	
Nathan Schroeder	
Conference Booking OPENS: CURRENTLY OPEN Conference Booking CLOSES: Saturday, October 10 2020 at 12:00 PM	
on't see your child's school listed above? Add and remove schools by editing your profile	



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

💦 Parent Site			Support LOG
River	East Transcona		
BOOK A C	CONFERENCE MY CONFERENCES MY F	ROFILE	
			Welcome: David Schroe
Welco	ome		
Availabl	e conference sessions Saturday October 10	-900 AM to 400 PM	No conferences booked
Available t	eachers for the selected session		
Choose th	e teacher(s) you would like to meet with		
SELECT	NAME	TEACHING ASSIGNMENT	
	Ms. Maria Callas	Music	
	Mr. Guy Smiley	Grade 5	

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

Rarent Site				
River Eas	t Tran	scona		
BOOK A CONFE	RENCE	MY CONFERENCES	MY PROFILE	
				_
Select a	Time			
Saturday Octob	er 10 - 9:0	00 AM to 4:00 PM		
Choose an availab	le time slot:			
M. Callas Music Music Room	G. Smiley Grade 5 Room 3			
9:00	9:00			
9:10	9:10			
9:20	9:20			
9:30	9:30			
9:40	9:40			
9:50				
10:00	9			
10:10	Mi	/		
10:20	10:20			
https://retsd.schoolsoft.com	n/conference	/schedule.jsf#		



- 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.

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River East Ti	MY CONFERENCES	MY PROFILE	5	OK Cancel		nferenc	emana Powered by S	
						Wel	come: David S	chroed
My Conforo	ncor							
My contere	lices							
Edit, Cancel or Print	your currently booked o	conferences:				Print en		
Edit, Cancel or Print Westview School	your currently booked o	conferences:				Print ext		
Edit, Cancel or Print Westview School DATE	your currently booked o	TEACHER	TEACHING ASSIGNMENT	STUDENT LOCAT	TION	₽ <sup>Print</sup> €		
Edit, Cancel or Print Westview School DATE Sat Oct 10, 2020	your currently booked of TIME 10:00 AM - 10:10 AM	TEACHER Ms. M. Callas	TEACHING ASSIGNMENT Music	STUDENT LOCAT Nathan Music	FION : Room	Print Ext	4	



# 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 you Name and click Join Meeting



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# 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.



