

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: <https://retsd.schoolsoft.com>

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

[Creating a Parent Account](#)

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

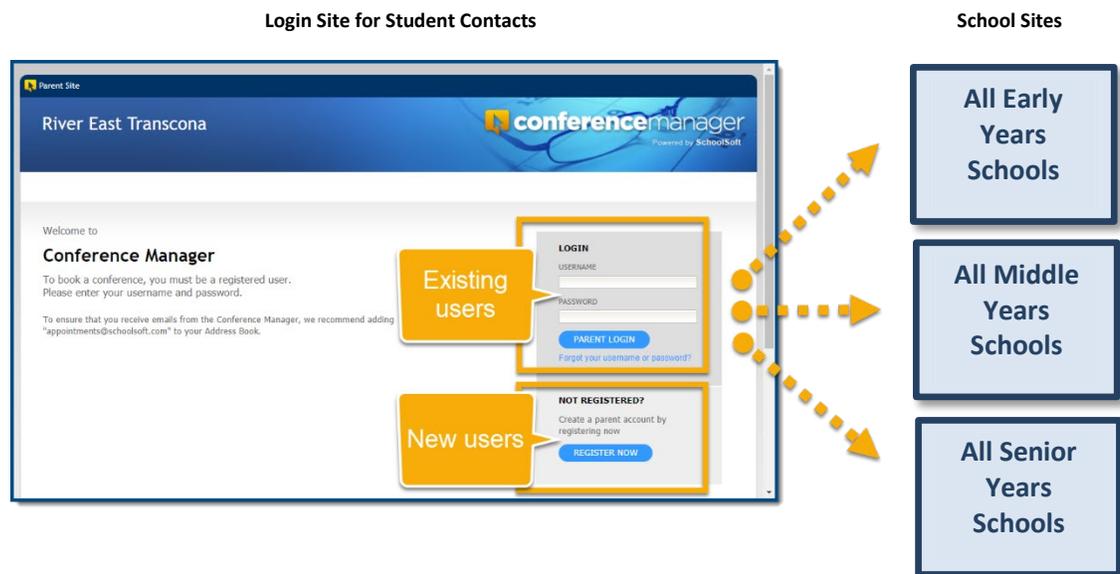


A. Introduction

- 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.



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

Terms and Conditions

I have read and accept the Terms and Conditions .

3

4

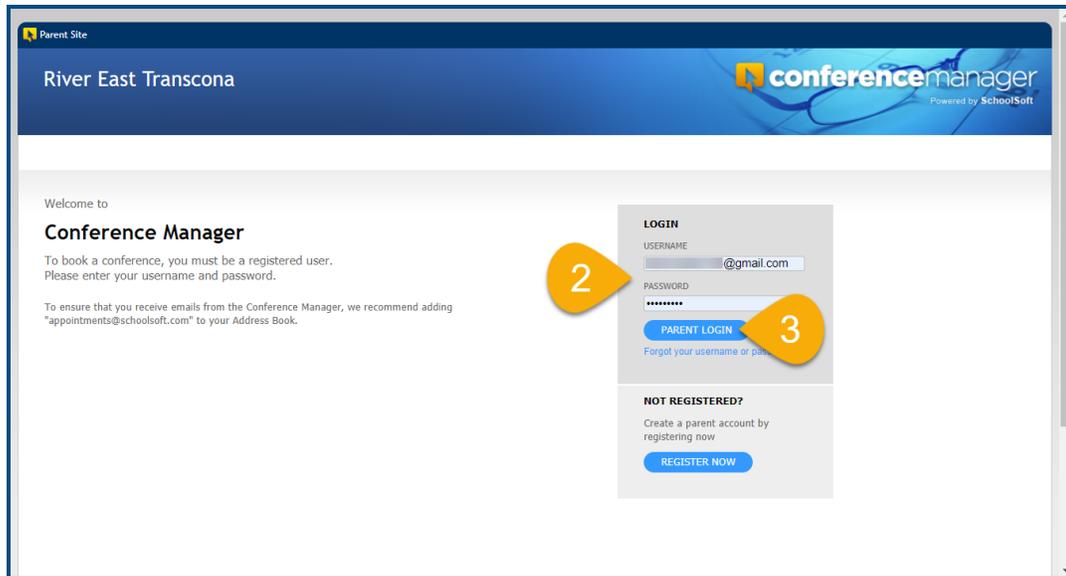
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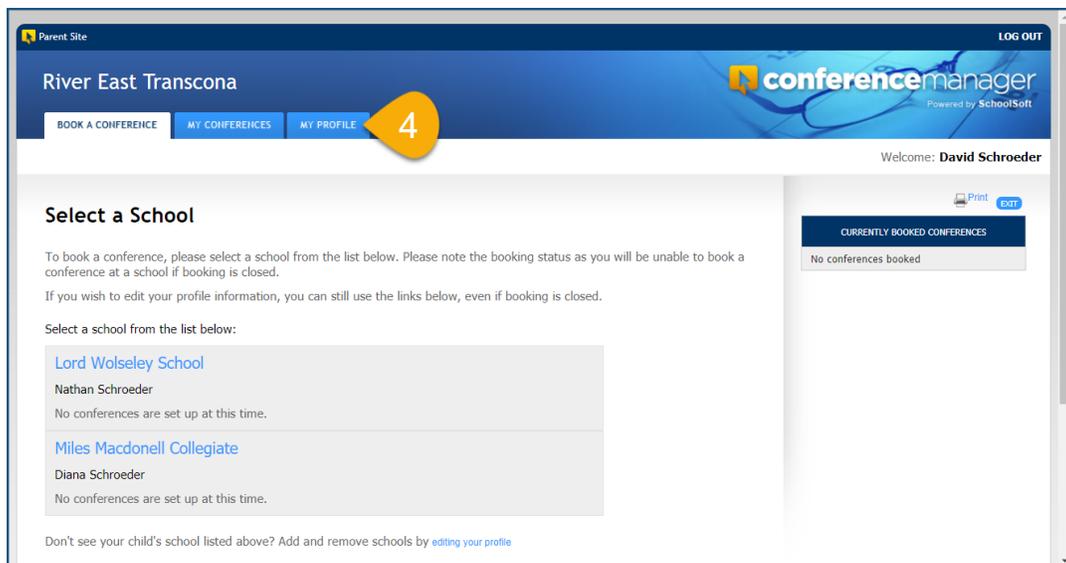
D. Linking to a New School – Managing Your Account

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: <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	*****	CHANGE PASSWORD	

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](#)

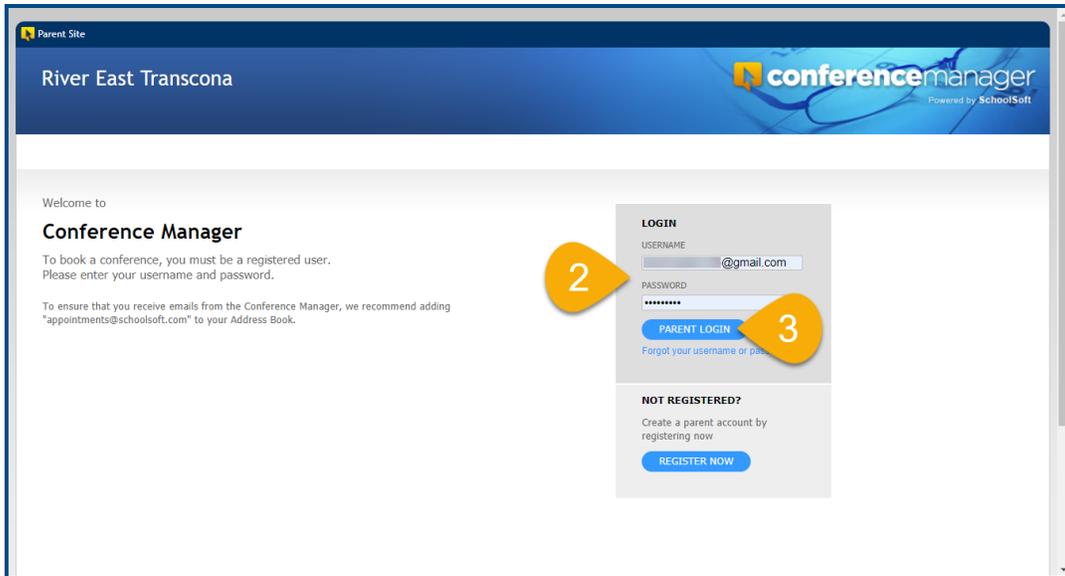
6 [SUBMIT](#)

Change or add a second school to a student

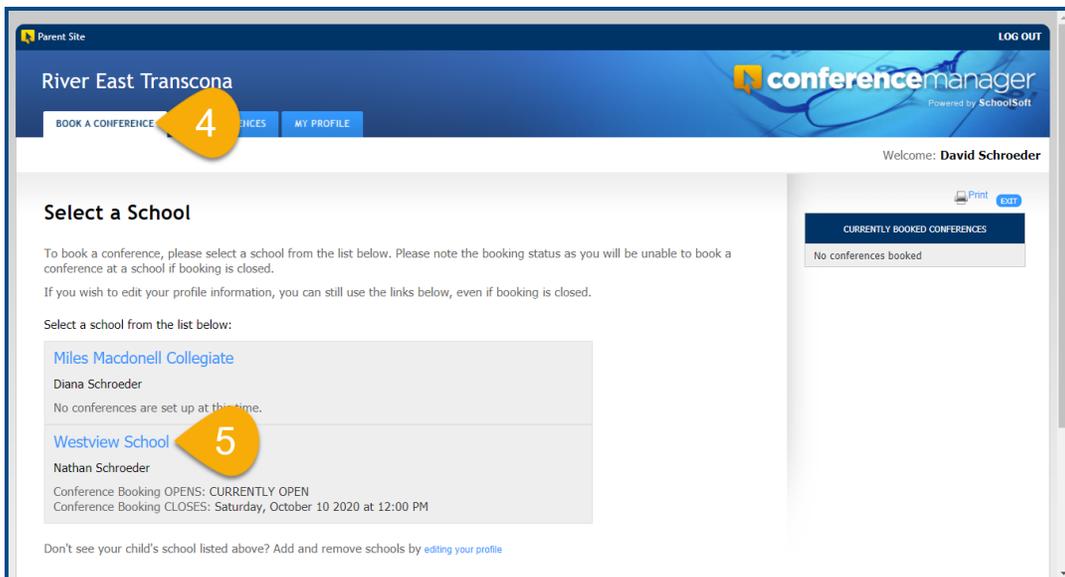
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Version 6.9.25

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.



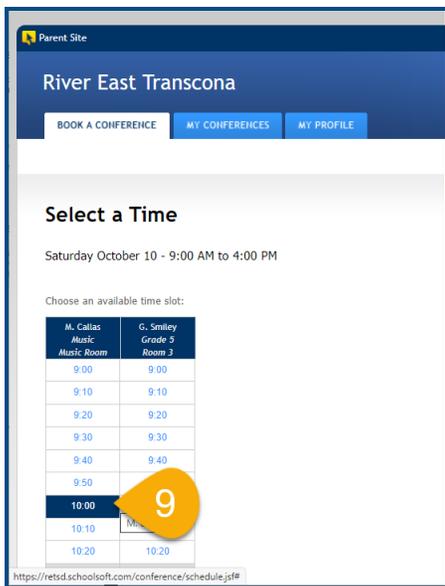
4. Ensure that you are on the **Book a Conference** tab.
5. Click on the school name required.



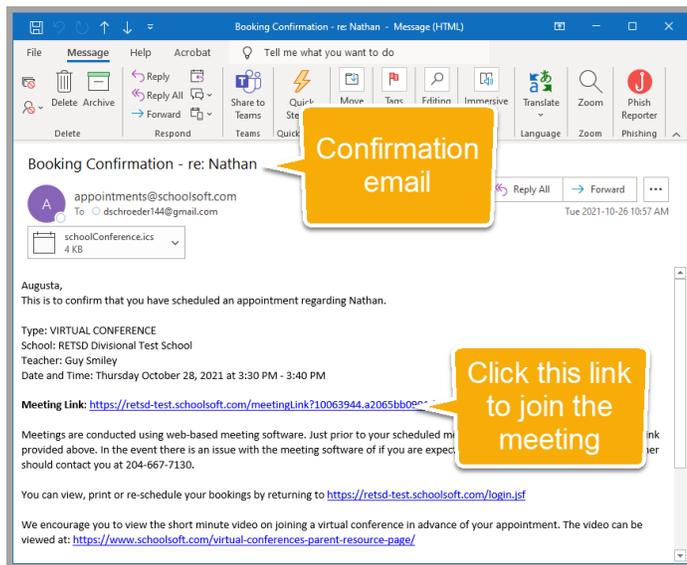
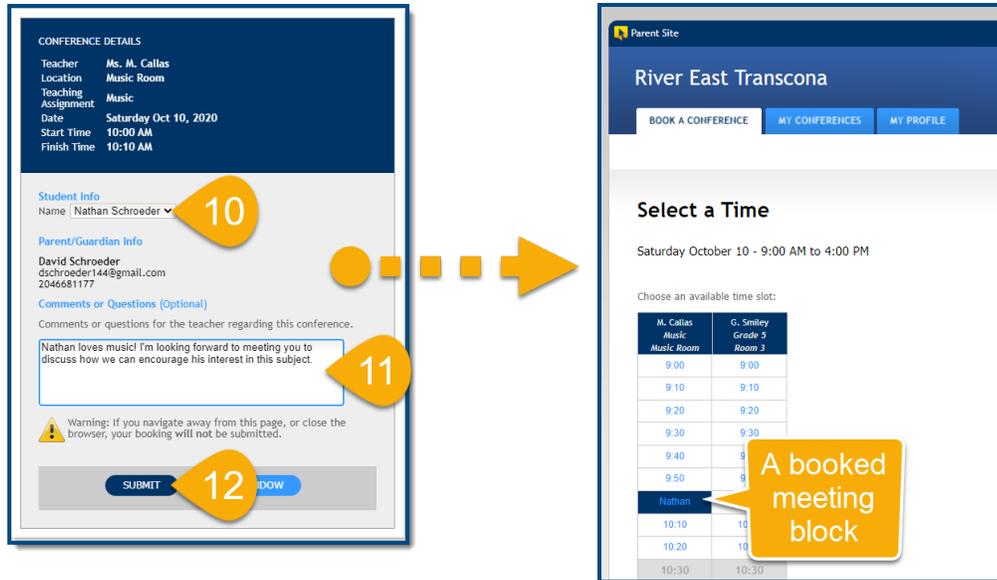
6. Select the appropriate **Conference Session**.
7. Click the checkboxes for the teachers that you wish to meet with.
8. Click the **Next** button.



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

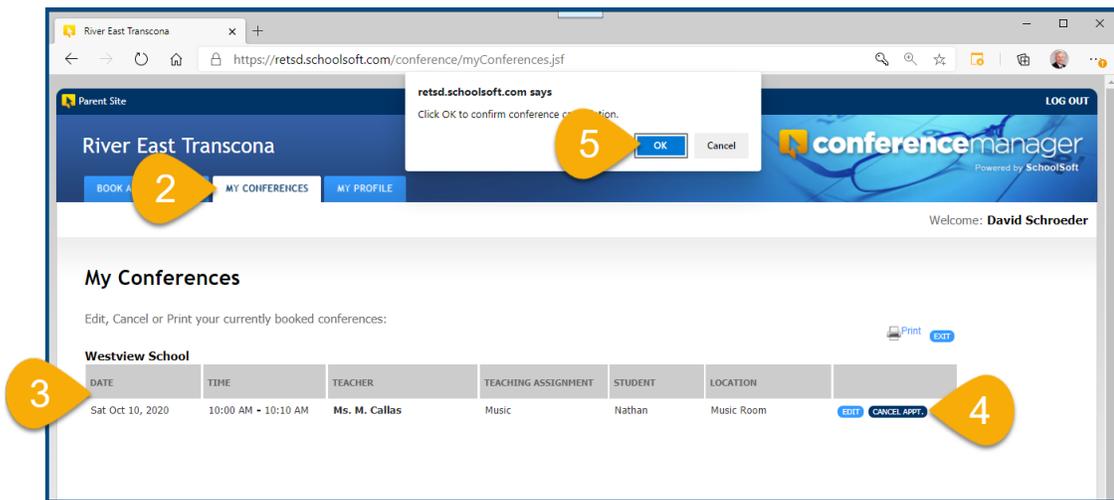


10. If required, select the name of your child that the meeting is focused on.
11. Optionally, enter some text in the comment area that will be viewable by the teacher.
12. Click the **Submit** button.
 - This will book the meeting for the selected time slot
 - You will receive a confirmation email for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



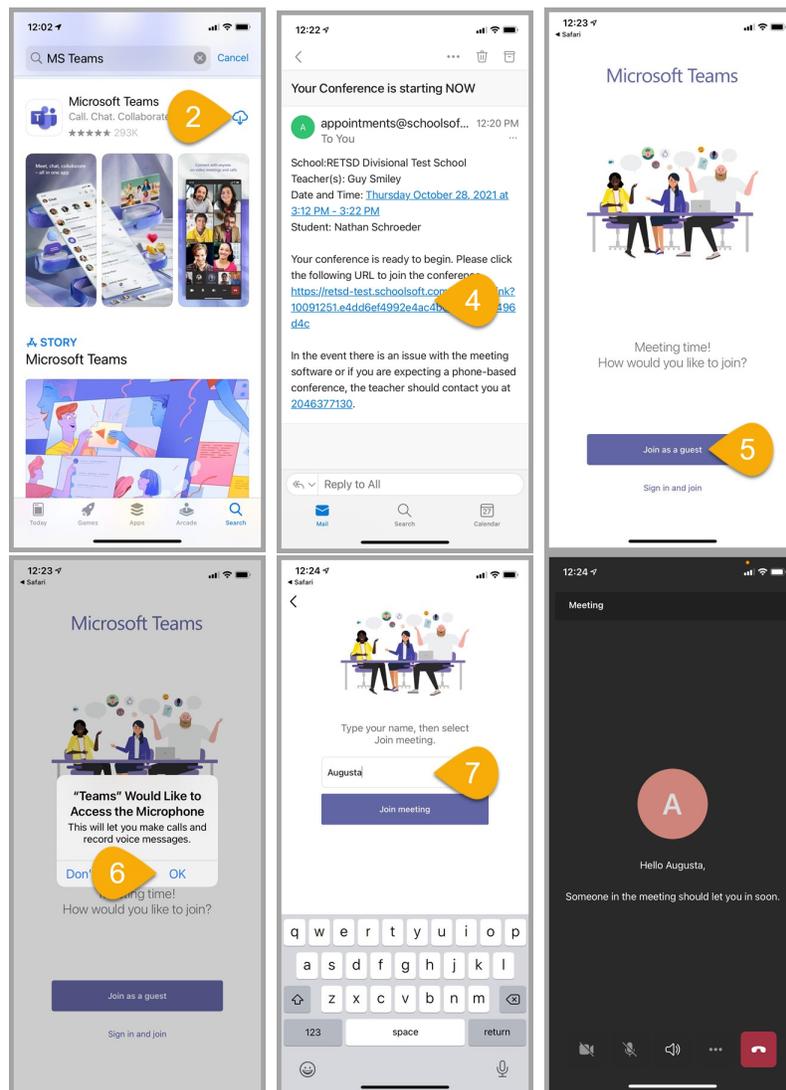
F. Reviewing/Cancelling Bookings

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.



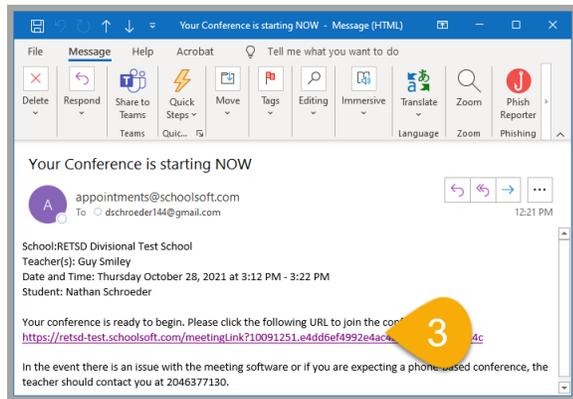
G. Joining a Virtual Meeting on a Mobile Device

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.

