



# Templeton Secondary Parent/Guardian-Teacher Conferences Sign-Up Instructions

**Parent/Guardian-Teacher Conferences: Wednesday Nov 13, 2024 from 3:00 – 4:30 pm and 5:15– 7:00 pm**

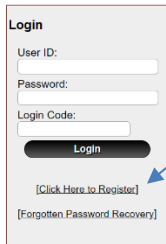
- Families will only be able to register themselves on the [School Appointments](#) website to book appointments after 9am on Nov 4.
- Conference appointment online sign-up will be available from: Monday, Nov 4 at 9am until Wednesday, Nov 13 at 9am
  - If you are unable to meet with a teacher, please request a call-back through the School Appointments website, or follow-up with staff after the conferences.

Steps:

1. Go to: <http://templeton.schoolappointments.com/>

2. Next, you will see a login screen and *if you do not have an account*, click on the link below the “login” button.

**NOTE: accounts are not kept from previous conferences.**



This is the link you click on.

3. You will need to fill out the *entire* form. Finish by clicking “Register Now”.

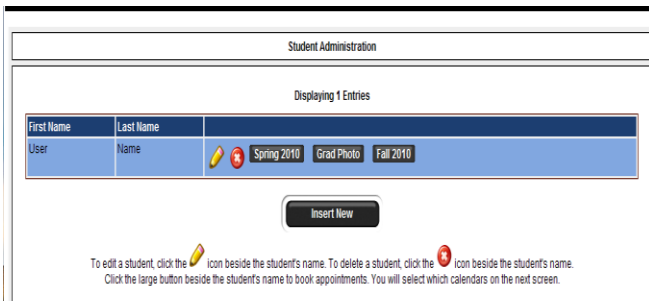
Here’s an example:

4. After successfully completing the form, you will be automatically logged in.

5. Click the “Add a Student” button.

6. Fill out the first and last name of the student and then click “Add New Student”.

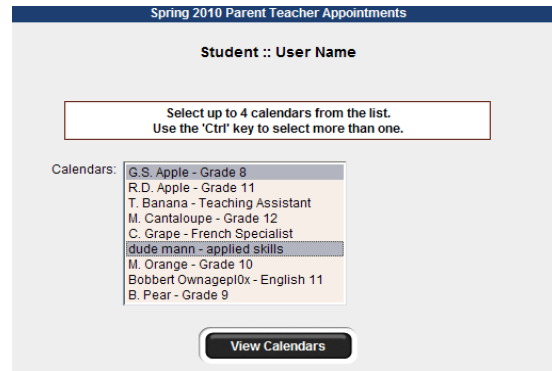
7. You will be taken to the Student Administration page, which looks similar to this:



*\*Note: to register another student, click on “Insert New” and repeat step 5\**

To schedule appointments, click on “Semester 1 Nov 13, 2024 - Conferences”.

8. A list of teachers will appear. Click on one name to select a teacher and hold the “ctrl” key as you click on additional names to select multiple teachers.



9. After making your selections, click on “View Calendars”

10. Make appointments by clicking on the boxes indicating open time selections and finish by clicking on “Book Appointments”.

11. A page showing your listed appointments will appear. To confirm, click “Book Appointments” again.

12. If you want to book appointments with another student, follow Steps 6 to 9 again. If not, then log out.

13. To view your scheduled appointments, go to the “Profile Tab” at the top and scroll down to “View Appointments” or click on “View Appointments”.

14. If you are unable to get an appointment with a teacher during conferences and you are concerned about the progress of your child, please select the “Call Back” option or email your child’s teacher to make an appointment for a different day. Teacher’s emails can be found under the “About Us” tab > Staff Directory on the school’s [website](#):

<https://www.vsb.bc.ca/schools/vancouver-technical/About-Us/Our-Staff/Pages/Default.as>

Translators are also available for booking. Please book the relevant translator at the same time as the teacher appointment.