



Vancouver Technical Secondary Online Sign-Up for Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher Conferences: Thursday December 14, 2023, from 3:15 - 4:30 pm and 5:15 - 7:00 pm

- Families should register themselves on the School Appointments website prior to booking appointments on Tuesday, December 5 and Wednesday, December 7.
- Conference appointment online sign-up will be available from: Thursday, December 7 at 9am until Thursday, December 13 at 9am.
- If you are unable to attend a scheduled appointment with a teacher, please follow-up with staff after the conferences.

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

Steps:

- Go to: <http://vantech.schoolappointments.com/>
- All accounts from previous years have been closed. You must create an account by clicking on the “click here to register...” link.

- You will need to fill out the *entire* form. Finish by clicking “Register Now”. Here’s an example:

- After successfully completing the form, you will be automatically logged in.
- Click the “Add a Student” button.
- Fill out the first and last names of the student and then click “Add New Student”.
- You will be taken to the Student Administration page, which looks similar to this:

Note: to register another student, click on “Insert New” and follow step 5 again.

- To schedule appointments, click on “Semester 1 December 14 Parent/Guardian Teacher Conference”.
- A list of teachers will appear. Click on one name to select a teacher and hold the “ctrl” key as you click on a name to select teachers.

- After making your selections, click on “View Calendars”
- Make appointments by clicking on the boxes indicating open time selections and finish by clicking on “Book Appointments”. Please prioritize appointments for the teachers you want to see the most, as there are not enough appointment time slots for the overall demand.
- A page showing your listed appointments will appear. To confirm, click “Book Appointments” again.
- If you want to book appointments with another student, follow Steps 6 to 9 again. If not, then log out.
- To view your scheduled appointments, go to the “Profile Tab” at the top and scroll down to “View Appointments” or click on “View Appointments”.
- If you are unable to get an appointment with a teacher on December 14 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/vancouver-technical/page/4653/our-staff): <https://www.vsb.bc.ca/vancouver-technical/page/4653/our-staff>