



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

Parent/Caregiver-Teacher Conferences: Thurs, Nov 7, 2024, 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.
- Conference appointment online sign-up will be available from: Mon, Oct 28 at 9 am until Thurs, Nov 7 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:

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

**Login**

User ID:

Password:

Remember Login:

**Login**

[Click here to register if you do not have an account](#)

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

**Register for an Account**

**\*\* All fields are required \*\***

Parent First Name:

Parent Last Name:

Phone:

Email Address:   
Please enter only one valid email address.

Preferred User ID:  (no spaces allowed)  
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '\_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

**Register Now** **Clear Form**

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 names of the student and then click “Add New Student”.
7. You will be taken to the Student Administration page, which looks similar to this:

**Student Administration**

Displaying 1 Entries

First Name	Last Name	
User	Name	<input type="button" value="Spring 2010"/> <input type="button" value="Grad Photo"/> <input type="button" value="Fall 2010"/>

**Insert New**

To edit a student, click the icon beside the student's name. To delete a student, click the icon beside the student's name. Click the large button beside the student's name to book appointments. You will select which calendars on the next screen.

8. To schedule appointments, click on “Semester 1 Nov 7 Parent/Guardian Teacher Conference”.
9. 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.

**Spring 2010 Parent Teacher Appointments**

**Student :: User Name**

Select up to 4 calendars from the list. Use the 'Ctrl' key to select more than one.

Calendars:

- G.S. Apple - Grade 8
- R.D. Apple - Grade 11
- T. Banana - Teaching Assistant
- M. Cantaloupe - Grade 12
- C. Grape - French Specialist
- dude mann - applied skills
- M. Orange - Grade 10
- Bobbert Ownagepl0x - English 11
- B. Pear - Grade 9

**View Calendars**

10. After making your selections, click on “View Calendars”
11. 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.
12. A page showing your listed appointments will appear. To confirm, click “Book Appointments” again.
13. If you want to book appointments with another student, follow Steps 6 to 9 again. If not, then log out.
14. To view your scheduled appointments, go to the “Profile Tab” at the top and scroll down to “View Appointments” or click on “View Appointments”.
15. If you are unable to get an appointment with a teacher on Nov 7 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>

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