



Magee Secondary Parent Teacher Conference

How to Book Teacher Appointments

**Thursday, 2023 May 4
3:00 – 6:02 PM Online**

We are using the on-line scheduling system ([School Appointments On-line](http://magee.schoolappointments.com/)) that will allow parents to book teacher appointments from home. The on-line scheduling system can be accessed at:

<http://magee.schoolappointments.com/>

Registration and Booking Period

Booking begins: Friday, April 28th at 6:00 PM

Booking closes: Tuesday, May 2nd at 10:00 PM

On this site, you will be able to book, delete and change your appointments during this time frame.

1. Go to the website and click on the "REGISTER" menu tab and create an account. Then login and add your child to the system.
2. After your child has been entered, you will be able to schedule an appointment by clicking the button beside each child's name and then selecting the teachers you would like to schedule appointments with.
3. After selecting the teachers from the list, click the "View Calendars" button to see their calendars. Select an available time slot for each teacher, click it and then click the "Book Appointments" button to save your selections. Repeat this for each student.
4. Sections of the teacher's calendars that are black are not available for booking as the teacher has another commitment at that time. Sections of the calendars that are coloured burgundy are time slots that you are already booked for other appointments. You will only see burgundy sections when booking appointments for a second or third child.
5. When you are finished you can view your appointments from the "PROFILE" tab by selecting "View Appointments". You can also print your appointments from the view appointments screen.

Grade Counsellors

The counsellors (Mr. Kanavos, Ms. Miladinovic, Mr. Niek and Mr. Lin) will be available for online bookings.

Book Early!!

We encourage families to schedule their appointments early as many teachers get booked up quickly. **There are over 1000 students at Magee, the ability to meet with all teachers is not possible within a three-hour window.** Teachers' email addresses can be found in the Staff Directory on our website.

We look forward to meeting with you on May 4th!