# School Appointments – Parent Instructions

**Magee Parent-Teacher Conference: 2024 December 5 (3pm -6pm)**

Welcome to Magee's online parent-teacher interview booking system. On this site, you will be able to create an account, enter your children's names and schedule interview times to meet with teachers.

**Bookings will open Monday, 2024 December 02 at 8:00 am and close Wednesday, 2024 December 04 at 10:00 am.**

1. Go to our school appointments web site for your school <https://magee.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click the "**Insert New**" button to add more children.



1. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



1. Click on available time slots to book your appointments to make your bookings.