



# Online Parent Teacher Conference Scheduling

**pickAtime's** online appointment scheduling program simplifies the entire process of Parent Teacher Conference scheduling.

Save time with our simple system • Eliminate pen and paper scheduling  
Choose from several different pricing options

**pickAtime** specializes in Parent Teacher Conference scheduling and is used by schools throughout the US and Canada.

*"The parents really like the convenience of making the appointment on their own time rather than having to get in on the phone lines. As a school that prides itself on its technology use, it is also fitting that we offer this service online."*

*Dianne Dowman  
Director of Information Technology,  
The York School, Toronto, Canada*

*"I just used your tool to schedule my daughters conferences at Howard High School. It's wonderful! It was amazing at how easy it was at the school as well, much more organized. The parent volunteers had the print outs ready at the front door in case parents forgot them. Hopefully other schools will adopt the system as well."*

*Melissa, a parent at  
Howard High School, MD*

## Benefits for Administrators

- Reduces the time involved in scheduling conferences
- Eliminates the need for pen and paper scheduling
- Provides administrators with several different reports to help manage the event
- Increases parent participation

## Benefits for Parents

- Allows parents to select from all currently available times to find the most convenient time slot(s)
- Available 24 hours a day 7 days a week
- Provides ability for parents to log back in and make changes to schedule
- Provides parents with a printable schedule
- Allows parents to request an email reminder prior to the conference event

## Benefits for Teachers

- Allows teachers to have a different schedule, including different appointment lengths
- Provides ability for teachers to monitor registration and contact parents who have not signed up
- Increases parent participation



## 1 ADMINISTRATORS

- Create an online account with pickAtime
- Use pickAtime's online manager to import data and set up schedules
- Direct parents to the online scheduling page

## 2 PARENTS

- Login at their convenience and view teacher schedules and sign-up in minutes

## 3 TEACHERS

- Can monitor registration in real-time

**pickAtime**  
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[www.pickatime.com](http://www.pickatime.com)

**Demo our Parent Teacher Conference Scheduler at [www.pickatime.com](http://www.pickatime.com)  
or Call 888.250.1945**