US Conference Sign-up Instructions 2019-20

1. **On-line Conference Registration will OPEN at 7:00pm on Monday, October 7 and CLOSE at NOON on Friday, October 18.**
2. Access Columbus Academy website   ***www.columbusacademy.org***
3. Click on ▣ quick link at top/right of homepage.
4. Click on **Parents** on left side of the screen.
5. Scroll down to **Upper School Parent Resources** and click on **US Conference Scheduler**.

Log In/Create Account:
1. Log in to your pickAtime account or create a new account by entering your email address and a password of your choice.
2. You will use this information whenever you log in to schedule or manage your appointments. If you forget your password, click on **Forgot password?**. A temporary password will be emailed to you.

Add Student:
1. Enter the **StudentID. FnameLname (example: JohnSmith)**
2. Enter the student's birth date (example: 11/9/89 or 3/22/90)
3. Click **ADD**

To add additional students, go to the "Enter Values" box on the right side of the page.

Available conference times for your child's teachers will be displayed with a color-coded legend. To ensure sufficient travel time between appointments, the system will **NOT** allow you to schedule back-to-back conferences times.

Schedule Conferences:
1. Select conference date (**October 23**, **October 24** or **October 25**). You may schedule appointments over one, two or three days, but only one 10-minute conference time per class.
2. Schedule appointment by clicking the appropriate box in the time grid.
3. Enter the number of days prior to appointment that you wish to receive an email reminder.
4. Click on **Create Appointment**. Appointment confirmation information will be displayed.
5. Click **Return** to schedule your next conference.

***Scheduling conflict messages will appear in red at the top of the page.

Your Schedule…View your conference schedule:
1. **Cancel**: Allows you to cancel appointment time. Click **Cancel Appointment** OR **Return** to return to the previous screen.
2. **Details**: Contains the same information as Appointment Confirmation.
3. **Edit**: Allows you to change the number of days before conferences to receive your email reminder.
4. **Change Times**: Your current appointment will be highlighted in red. You will be prompted to select a new date/time. Your old date/time will be replaced by the new one unless indicated by a scheduling error message at the top of the page. Click **Change Appointment**.

Printable Schedule…View and print your conference schedule for your records.
It is extremely important for you to verify your conference dates/times. The report includes Parent Conference information (date, time, teacher, room and student name) in an easy to read format.

Questions???
Please call Jennifer Lange in the Upper School Office (614-509-2281).