

Directions for Parents for 2021 Parent Teacher Conferences

This year Parent Teacher conferences will be held on Friday, November 12, 2021 from 1:00 p.m. to 8:00 p.m. and will be **virtual only**. We will also host a second day of Parent Teacher Conferences on Monday, November 15, 2021 from 8:00 a.m. to 2:30 p.m. which will be either **virtual or in-person**. (You will choose the option when you enter the scheduler program.) The online scheduler will open on Monday, November 1, at 7:00 a.m. and will close on Monday, November 8, at 9:00 a.m. Use any browser to access the online scheduler website:

[November 12, conference Virtual Only](#)

[November 15, conference Virtual or In-Person](#)

Please read the directions below before accessing the website.

Login/Create an Account - All parents must register. Returning parents can use their account from last year, and new parents will need to create an account. **All account names are email addresses.**

- Enter your email address and click "Login/Create Account."
- Fill in the required fields and register.
- For each child, enter the first and last name - NO SPACES and birthday (format MM/DD/YYYY).
- If you have trouble registering, please check your daughter's birthday on the demographic tab on your parent portal. Please use that date even if it is incorrect - this will have no effect on anything else. You can then send an email to kthorn@ursulineacademy.net to have it corrected.

Sign In - Once you have created the account or are using last year's account, all you need to do is enter your email and password. If you have forgotten your password, you can select the "Forgot Password" button and a new password will be emailed to you.

Scheduling - **Please remember that appointments for Friday, November 12, will all be virtual. If you are scheduling an appointment for Monday, November 15, you will have the option to choose virtual or in-person; please make sure to choose one option for the Monday conferences.**

- Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. Please note: you will not see all of the teachers at UA, just the set of teachers that your daughter has classes with.
- Click on a square to book that time.
- Click "Create Appointment".
- Repeat until you have an appointment with each teacher you would like to speak to.

- Click on “Printable Schedule” to get a copy of your appointments; please remember to bring it with you if you have selected in-person conferences.
- You also have the option to email a copy of your schedule to yourself.

If you have two or more children -

- Register/sign in with one parent’s name and email address and register.
- Schedule the first student’s conference times and log out of the scheduler.
- Register/sign in with the second parent’s name and email address and register. If you do not have a second email address to use, simply use the following format:

yourfirstname.yourlastname@noemail.com

- Schedule the second student’s conference times and log out of the scheduler.

If you are having trouble with the above link, you can also find it on your home page of the UA Parent Portal or email support@pickatime.com with the name of the school and request the link.

If a teacher’s conference slots are all full, please contact the teacher via email to make an appointment for another day and time.