

## Instructions for Sign-up Genius

### Parent-Teacher Conferences November 5 & 6

Step 1	Click this link: <a href="http://www.signupgenius.com/tabs/13576D600AFC2E8C71-parent">http://www.signupgenius.com/tabs/13576D600AFC2E8C71-parent</a>
Step 2	<p>Each department is located in a separate tab near the top of the page.</p> <p>⇒ Choose a tab</p> <p>⇒ Scroll down to teacher and time slot and click the <b>“SIGN-UP”</b> button next to all of your chosen time slots for the tab you are on</p> <p>⇒ Click <b>“SUBMIT AND SIGN-UP”</b> button at the bottom of the page.</p> <p><b>Sign-Up Genius will allow you to book multiple conferences at the same time, which is great if parents wish to split up conferences; however, you may accidentally double-book yourself. Please write down your schedule as you go.</b></p>
Step 3	<p>Fill in your child’s name.</p> <p>a) If you already have an account, check <b>“I am a SignUpGenius Member”</b> and a pop-up window will appear for you to log in.</p> <p>b) If you do not already have an account, fill out the question fields and check <b>“Create An Account.”</b> We recommend creating an account so you will have more features, such as changing your time slots.</p>
Step 4	Click <b>“RETURN TO SIGN-UP”</b> button.
Step 5	Repeat steps until you have signed up for all of the conferences you want.

**To view your complete schedule, click on “My Account” and then click the “Invited To” tab.**

**If you would like assistance, a computer is available at Ms. Burrell’s desk in Becherer Hall, and she will be happy to help you set up an account!**