

# Directions for Parents to use *Pick A Time* Online Scheduler

Hello!

We will be offering online registration for **Fall 2022-2023 Parent Teacher Conferences** (taking place Monday, November 7<sup>th</sup>) through pickAtime.com – for students in grades PreK – 4<sup>th</sup> Grade. Follow the directions below to access/create your account and get to the Parent Teacher Conference Scheduler.

## **Instructional Video:**

Here is a YouTube video of how to use pickAtime.com: <https://www.youtube.com/watch?v=fyI5kyZ7ubc>

## **Enter (or Copy/Paste) this URL into your web browser:**

<https://pickatime.com/athlosbrooklynpark/22-23FallConferences>

### **For new users** - Register for an account

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields to register.

### **For returning users** - Sign In to your account

If you have previously registered, 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.

### **Identify Student**

For each child, enter in the two prompts that your school requires. They are:

1. Your child's Student ID number **OR** your student's First and Last name
2. Your child's birthday (in the format of MM/DD/YYYY)

### **Scheduling**

Each colored square represents an available meeting time. The legend shows which teacher corresponds to which color, and the times increase as you go down the page.

(Note: you will not see all of the teachers at your school, just the teachers that your child(ren) have homeroom classes with.)

1. Click on a square to book that time
2. Click "Create Appointment".
3. Repeat this process until you have a time with each teacher you'd like to visit with.

### **Notes**

- At any time, you can click on "printable schedule" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "Your Schedule" to display and hide your appointments. There will be links to change the time or cancel the appointment.
- If you need assistance, please email [tech\\_help@alabpmn.org](mailto:tech_help@alabpmn.org).