



École Elizabeth Barrett Elementary School

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J. Tardif-Maisonneuve - Principal / N. Comba - Assistant Principal

Student-Led Conferences – March 28th & March 29th, 2012 On-Line Booking Instructions for Parents

We are pleased to be using the Conference Manager to schedule Student-Led Conferences using the Internet.

The link for the Conference Manager is: <https://elizabethbarrett.schoolsoft.ca>

A **Parent Account** is required to use the Conference Manager. However, you only need to go through the registration process the first time you use the system. If you have **never registered** in the Conference Manager use the link above and click the “Register Now” button.

Can't remember your password?

If you already have a Parent Account, click on the link above, select “Forgot your password” and enter the email address you used to register in the system. You will then receive an email containing instructions for resetting your password. If you do not receive an email, you might have entered an email address the system does not recognize. Please also add appointments@schoolsoft.ca to your address book in your computer mail. This will override any spam filters that might be blocking the email. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager Opens to Parents – NOON on Saturday, March 17, 2012. (NOTE: You will not be able to access Conference Manager prior to that time)

If you used the Conference Manager in the past, your email and password are still in the system. You can simply access the Conference Manager using the link above.

Step 2 – Book your Student-Led Conferences

Select the teachers with whom you want to book conferences. You will see each teacher's schedule. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments. **Ensure you book your conference prior to NOON on Mar. 27th at which time the internet capability will be closed.** Book early in order to secure a conference time for you and your child.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf. **For those with Internet access, the expectation is that you will book your own conferences.**

Important Dates:

Sat. Mar. 17th – Start scheduling your interviews at NOON
Tues. Mar. 27th – Conference Manager closes at NOON
Wed. Mar. 28th – Student-Led Conferences
Thurs. Mar. 29th – Student-Led Conferences

We recommend adding
appointments@schoolsoft.ca
to your address book

If you have any questions or need assistance, please feel free to contact the school at 403.932.3151.