

Registering for Parent Teacher Interviews

1. Enter cardston.schoolsoft.com in your web browser
2. If you previously created an account enter your login information and skip to step #6
3. If you have never created an account, click the **REGISTER NOW** button

Westwind School Division #74
Cardston High School

Welcome to
Conference Manager

Conference Manager is currently **open**
Booking closes: **Tuesday, November 9 2021 at 04:00 PM**

To book a conference, you must be a registered user.
Please enter your username and password, or [register now!](#)

SUPPORT
For assistance contact: Cardston High School 403-653-4951
To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.com" to your Address Book.

LOGIN
USERNAME
PASSWORD
LOGIN
[Forgot your username or password?](#)

NOT REGISTERED?
Create a parent account by registering now
REGISTER NOW

4. Once you click the **REGISTER NOW** button it will open a page where you will enter your information along with the name of your student(s)

Registration

Please enter the required information below:

PARENT/GUARDIAN INFORMATION

First Name Test	Last Name Parent	Primary Phone 403-555-1234
Email Address testparent@chs.com	Confirm Email Address testparentCHS@chs.com	
Username (used for log in) TestParent	Password *****	Confirm Password *****

Passwords are case sensitive and must be at least 6 characters in length.
To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.com" to your Address Book.

STUDENT INFORMATION

STUDENT 1	First Name Student	Last Name Parent
STUDENT 2	First Name	Last Name

5. Once you complete the registration you will be taken back to the login screen where you will enter the username and password you just created to login
6. Once you login you will see the screen below with an 'Available conference sessions' drop-down menu where you can select the **Tuesday, April 5 2022 – Parent Teacher Conference**

Westwind School Division #74

Cardston High School

BOOK A CONFERENCE MY CONFERENCE MY PROFILE

Welcome

Available conference sessions -- Select a session --

Conference Manager will: CLOSE - **Tuesday, November 9 2021 at 04:00 PM**

When the system closes you will NOT be able to schedule interviews. However, you can still login to view, print or cancel any of your bookings.

SUPPORT

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Westwind School Division #74

Cardston High School

BOOK A CONFERENCE MY CONFERENCE MY PROFILE

Welcome

Available conference sessions ✓ -- Select a session --
Tuesday November 9 - Parent Teacher Conferences - Virtual or Phone

Conference Manager will: CLOSE - **Tuesday, November 9 2021 at 04:00 PM**

When the system closes you will NOT be able to schedule interviews. However, you can still login to view, print or cancel any of your bookings.

SUPPORT

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- Once you select the appropriate Parent Teacher Conference you will see a list of available teachers
- Select the teachers you would like to meet with and click the **NEXT** button

<input type="checkbox"/>	Mr. Ken McMurray	Principal
<input type="checkbox"/>	Ms Michelle Murray	English
<input type="checkbox"/>	Byron C. Pierson	Social
<input type="checkbox"/>	Jamie Quinton	Math
<input type="checkbox"/>	Mr. M Scott Quinton	Science
<input type="checkbox"/>	Shelley Quinton	Councilor
<input type="checkbox"/>	Laurie Russell	Foods
<input checked="" type="checkbox"/>	Greg Salmon	Science/Multimedia
<input checked="" type="checkbox"/>	Laurie Spotted Bull	Blackfoot
<input type="checkbox"/>	Jeffrey Strang	Social
<input type="checkbox"/>	Mr. Barrett Swendsen	Music
<input type="checkbox"/>	Cody Toone	Social
<input type="checkbox"/>	Tyler Van Dusen	Cooking
<input type="checkbox"/>	Mr. Josh Watson	Social/English
<input type="checkbox"/>	Coralee Williams	English
<input type="checkbox"/>	Todd Wolsey	Science

NEXT

- You will then be able to select an available time from a list for each teacher

Select a Time

Tuesday April 5 - Parent Teacher Conferences - In-Person, Virtual, or Phone

Choose an available time slot:

G. Salmon Science/Multimed E111	L. Spotted Bull Blackfoot N209
4:30	4:30
4:40	4:40
4:50	4:50
5:00	5:00
5:10	5:10
5:20	5:20
5:30	5:30
5:40	G. Salmon 0

10. Once you have selected a meeting time you will see a confirmation screen where you will select the meeting type, verify contact and meeting information, then click the **SUBMIT** button to book the meeting.

CONFERENCE DETAILS

Teacher	G. Salmon
Location	E111
Teaching Assignment	Science/Multimedia
Date	Tuesday Apr 05, 2022
Start Time	5:30 PM
Finish Time	5:40 PM

Student Info

Name

Parent/Guardian Info

Greg Salmon
greg.salmon@westwind.ab.ca

Conference Type

Choose the type of conference you would prefer

Face-to-Face Conference

Phone Conference

Virtual Conference (Meeting link will be sent in your confirmation email)

Phone Number *

Please enter a phone number where you can be reached by the school.

11. Once a meeting is booked you should receive a conformation email. If you have selected a Virtual Conference the email should include a link to the virtual meeting. Teachers will be using **Google Meet** for the virtual meetings.

12. You may also access the meeting link from your SchoolSoft account



Welcome: **Test Parent**

This is a screenshot of the 'CURRENTLY BOOKED CONFERENCES' section in the SchoolSoft interface. At the top right of the section, there are 'Print' and 'EXIT' buttons. The main content area has a dark blue header with the text 'CURRENTLY BOOKED CONFERENCES'. Below this, the following information is displayed: 'Virtual', 'Tue Nov 09, 2021', '5:10 PM - 5:20 PM', and the name 'Greg Salmon' in bold. Underneath the name is the role 'Student'. At the bottom of this section, the text 'Meeting Link' is underlined and highlighted with a red oval. To the right of the text, there are two buttons: 'EDIT' and 'CANCEL APPT.'.