

STUDENT-LED CONFERENCES

KINDERGARTEN TO GRADE 8

February 20, 2018

3:30pm to 5:30pm ✧ 6:00pm to 8:00pm

Student-Led Conferences for students in Kindergarten to Grade 8 can be booked online at <https://pickatime.com/unitychristianschool/StudentLedConferences2018>. Please follow the steps below to book your conference(s).

Register (new users)

1. Enter your email address and select **Login/Create Account**.
2. Fill in the required fields and register.

Sign In

1. If you've previously registered, all you need to do is enter your email and password.
2. If you have forgotten your password, you can select **Forgot My Password** and a new password will be emailed to you.

Scheduling

1. You will see a list of teachers. **Select the box next to the teacher name(s)** that you would like to schedule a conference with. You will then see the schedule of available times for those classrooms.
2. 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.
3. **Click on a square to schedule that time.**
4. You will have the choice of setting a time when you would like an email reminder to be delivered, and you will be prompted to **enter in the name of your student**.
5. Click on **Create Appointment**.
6. Repeat until you have a time scheduled with each child. **if you have more than one child in the same class, please book a time for each child**
7. You can click on the **Printable Schedule** link located on the top grey band under the Unity logo and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.
8. If you want to make changes to your schedule you can click on the **Your Schedule** link, OR you can login at any other time with your email and password to cancel and reschedule your appointment.

If you have any questions or concerns, please contact the school office by [email](#) or phone at 604-794-7797.