

pickAtime Conference Scheduling Instructions

pickAtime® opens at 3:00 p.m. on Thursday, February 6th

January 30, 2014

Dear Parent/Guardian,

Rockton Grade School parent/teacher conferences will be held on **Thursday, February 20, 2014** and **Thursday, February 27, 2014**, from 4:30 p.m. until 8:00 p.m. Once again we will be using an internet-based appointment booking system called pickAtime® to coordinate conference times. The link for this program (**Conference Sign Up**) can be found in the **RGS** drop down menu at www.rockton140.org.

Here are the simple instructions:

* If you have previously registered all you need to do is enter your email and password to sign in and proceed to #4.

* If you are new to the program, you will need to register.

1. Enter your email address and select '**Login/Create Account.**'
2. Fill in the required fields to register.
3. All passwords must be six characters.
4. For each child, enter his/her **full birth** name with no space (e.g. BenFranklin), birthdate (mm/dd/yy), and select '**Add.**'

* To schedule an appointment:

1. Each colored square represents a meeting time. On the left-hand side, the time increments are listed by five minutes. The actual meeting time for each teacher is 15 minutes. Click on an available square to book a time.
2. After you set the time of your email reminder to be delivered, click '**Create Appointment.**'
3. At any time you can click on '**Printable Schedule,**' and print the resulting web page to get a hard copy of your schedule.
4. If you want to make changes to your schedule, you can log in at any time with your email and password. If you need to change your appointment the day of conferences, you will need to call the office to make the change.
5. There will be links to modify the time or cancel the appointment.

If you do not have internet access, please stop by or call the RGS office at 815-624-8585 to schedule your appointment(s).

Thank you in advance for working with pickAtime®!

Sincerely,

Glenn Terry, RGS Principal