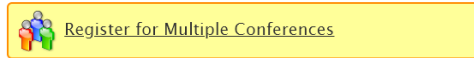


## How to Sign Up for A Parent Teacher Conference Using myConference Time

1. Go to <https://www.myconferencetime.com/johnson>
2. If you need to register multiple students, please follow steps 3-14. If you need to register one (1) student, please follow steps 15-22.

3. Click on “Register for Multiple Conferences”



4. Select the number of students you have conferences for on the next screen, and then click “Continue.”

Number of students who will be registering: 2 ▼

Continue Cancel

5. Please enter all of the information listed on the screen for your first child.

Student's First Name 1

(required)

Student's Last Name 1

(required)

Parent/Guardian's Name

Parent/Guardian's Phone

To receive email confirmation, please enter an email address.

Confirmation Email Address

Please re-enter the Confirmation Email Address

Continue

6. Click “Continue.”
7. Repeat step 5 until all of your children have been listed.
8. On the next screen, select the desired schedules for your children by clicking in the grey boxes.

Find Schedules with Common Dates

9. Click on “Find Schedules with Common Dates.”
10. Click on the green available schedules.
11. Select your child’s name under the appropriate teacher for the appropriate time.

Thu, Sep 26, 2019	
2:30 PM – 2:45 PM  Not available	3:00 PM – 3:15 PM  Not available
3:00 PM – 3:15 PM  Not available	3:15 PM – 3:30 PM  Not available
3:15 PM – 3:30 PM 1 Available <input checked="" type="checkbox"/> Example 1 <input type="checkbox"/> Example 2	3:30 PM – 3:45 PM 1 Available <input type="checkbox"/> Example 1 <input checked="" type="checkbox"/> Example 2

**Sign Up for Selected Conferences**

12. Click on “Sign Up for Selected Conferences.”

13. On the next page you will see a confirmation message about your conference. You can add it to your calendar with the options listed on the screen if you added an email.

14. If you added in a confirmation email address, you will receive a confirmation email.

15. Click on the grade level of your child’s teacher.

16. Click on the teacher’s name in that folder.

17. Click sign up on your preferred time slot.

**4:00 PM – 4:20 PM**



**Sign Up**

18. Review the conference information in the yellow box at the top of the page.

#### Conference Schedule

**Your teacher’s name will be in this section.**

Conference Date: **Monday, October 21, 2019**

Conference Time: **4:00 PM – 4:20 PM**

Please sign up for a parent-teacher conference. I look forward to meeting you.

19. Please enter all of the information listed on the screen.

Student’s First Name 1  (required)

Student’s Last Name 1  (required)

Parent/Guardian’s Name

Parent/Guardian’s Phone

☒ To receive email confirmation, please enter an email address.

Confirmation Email Address

Please re-enter the Confirmation Email Address

**Sign Up for Your Conference**

20. Click on “Sign Up For Your Conference.”

21. On the next page you will see a confirmation message about your conference. You can add it to your calendar with the options listed on the screen if you added an email.

22. If you added in a confirmation email address, you will receive a confirmation email.