



Booking Appointments Online Parent Teacher Conferences

Earl Marriott will be using an online appointment booking process for our upcoming Parent Teacher Conferences.

Families will need to register their children and create a user profile. This step will only need to be completed once. Once you have a user name and password, you will be able to login to the system to book appointments for subsequent Parent/Teacher Nights for this coming school year. Parent instructions are also available on the **Help Tab** of the appointment website.

Instructions:

1. Follow this to our website booking: <http://ems.schoolappointments.com>
2. **Click on the "register" button in the top right corner.**
Complete all fields and create a user name and password.
3. Once you have completed the registration page, you will need to add your child/children. Once again, you will only need to do this step once for each child.
4. If you have more than one child, click on the "insert new" button to continue adding children.
5. Once your children have been added, you may create appointments by clicking on the "manage students" button and the parent teacher interview time listed to the right of your child.
6. To book an appointment, scroll through the list of teaching staff and click on each name. You can do this individually or you may hold the "ctrl" key to click on the teachers your son or daughter has for this semester. Click the "view calendars" button and select a time. You are able to book up to 8 appointments per child. Click the "Book Appointments" button after selecting your child's appointment times. Repeat same instructions if you have a second child.
7. If you find that the teacher you would like to see is fully booked, you may request a call back. This call back button is located at the top of the teacher schedule.
8. When done, simply click on the "logout" button to end your session. The system automatically saves.
9. If you are having difficulty with any aspect of the system, try "help" and click on "instruction guide for parents" button. If you are still having difficulty or do not have internet access, please call the school at 604-531-8354.