



Parent Instructions for
PARENT / TEACHER INTERVIEWS
Thursday, March 5, 2020

3:00 – 4:30 pm OR 6:00 – 7:30 pm



You will be NOT be able to access the Program until
4:00 pm on Thursday, February 27, 2020
Parents can begin booking appointments from
4:00 pm, Thursday, February 27 until 1:00 pm on Tuesday, March 3
after which time the system will be **closed** to enable
teachers to prepare for their appointments.

Please print your schedule and bring it with you on Thursday, March 5, 2020

Go to our school appointments web site: <http://elginpark.schoolappointments.com>

1. Register for an account by clicking the "**CLICK HERE TO REGISTER**" menu tab (under the **LOGIN**) and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
2. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
3. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button.
4. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

