

## Online Appointment Scheduling Website: [tam.schoolappointments.com](http://tam.schoolappointments.com)

### Parent Registration

Parents must register before making appointments. Please click on the "Register" top tab and fill in the registration form to create an account.

**Register for an Account**

**\*\* All fields are required unless indicated \*\***

Parent First Name:

Parent Last Name:

Phone:

Email Address:   
Please enter only one valid email address.

Preferred User ID:  (no spaces allowed)  
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '\_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

Once parents have successfully registered, they will be logged into the system and can register their students.

Click on "Add a Student" to create a student account. If you have more than one child, click on "Insert New" to create another student account.

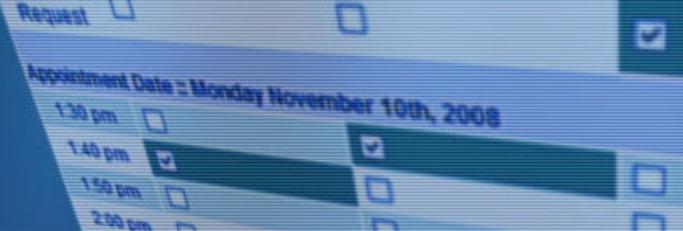
### Parent Appointment Scheduling

Parents can schedule appointments for any student that they have added to the system by clicking on the "Appointments" button beside the student's name (once the booking site is open).



To edit an entry, click beside the name. To delete an entry, click beside the name.  
Click to book appointments. You will select which calendars on the next screen.

The parent is then taken to a page where they can select the teachers with whom they wish to meet. Multiple teachers can be selected by using the "Ctrl" key on a PC keyboard or the "Command" key on a Macintosh keyboard.



Spring 2011 PTI - Appointment Scheduling for Mike Fester

Spring 2011 PTI

Student :: Mike Fester

Select up to 4 teachers from the list.  
Use the 'Ctrl' key to select more than one.

Calendars:

**Spring 2011 PTI**  
Chase, Kit - Science, room 101  
Dawn, Rena - French, room 102  
Fay, Sophie - Math, room 103  
Gray, Amber - English, room 104  
Jay, Eric - Discovery1, Room 105  
Sarah, Taylin - Gym, gym boys  
smith, john  
Sterling, Ashton - I.T. room 106 computer lab 1  
Todd, Mia - S.S. room 107  
Zack, Alex - Gym, Gym girls

Time Blocks  
All Time Blocks  
Wednesday Apr 20 - 2:00pm to 4:30pm  
Wednesday Apr 20 - 5:00pm to 7:00pm  
Thursday Apr 21 - 2:00pm to 5:00pm

[View Calendars](#)

[Return to Home Page](#)

### Teacher Appointment Calendars

Next, parents are shown the calendars of the selected teachers.

Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

Student :: Mike Fester

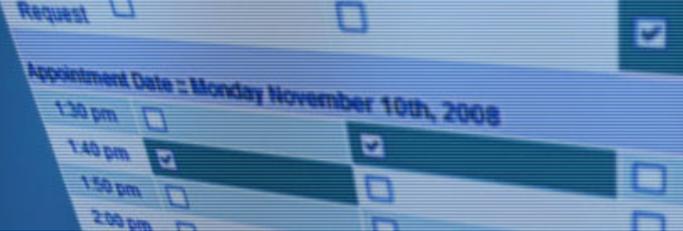
Appointment Date :: Wednesday April 20th, 2011

	Chase, Kit Science, room 101	Dawn, Rena French, room 102	Jay, Eric Discovery1, Room 105	Sterling, Ashton I.T. room 106 computer lab 1
Call Back Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:10pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:20pm	<input type="checkbox"/>	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>
02:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:40pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:50pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:40pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:50pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appointment Date :: Wednesday April 20th, 2011

The above example displays the appointment calendar for four teachers, and shows various appointment times that are unavailable for booking.

Parents can select appointment times by simply clicking in the time block beside the check box. Once an appointment time has been selected it will change to green.



Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

**Student :: Mike Fester**

Appointment Date :: Wednesday April 20th, 2011				
	Chase, Kit Science, room 101	Dawn, Rena French, room 102	Jay, Eric Discovery1, Room 105	Sterling, Ashton I.T. room 106 computer lab 1
Call Back Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:10pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:20pm	<input type="checkbox"/>	Unavailable	<input type="checkbox"/>	<input checked="" type="checkbox"/>
02:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02:40pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:50pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:40pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:50pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appointment Date :: Wednesday April 20th, 2011

	Chase, Kit	Dawn, Rena	Jay, Eric	Sterling, Ashton
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Please note that it is not possible for parents to select more than one appointment at the same time or to select more than one appointment with the same teacher.

### Appointments Booked Successfully

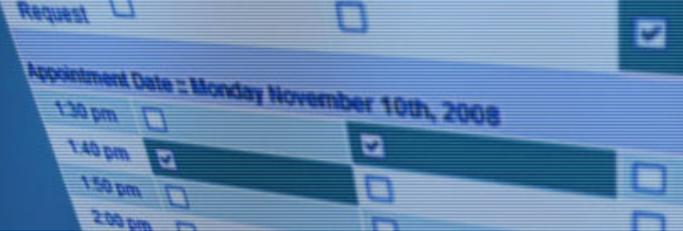
Once the appointments are booked the screen will display the list of appointments for the student.

Current Scheduled Appointments

**Mark Fester**

Current Appointments			
Time	Calendar	Name	
Apr 20 @ 02:20pm	Sterling, Ashton - I.T. room 106 computer lab 1	Mike Fester	✖
Apr 20 @ 02:30pm	Jay, Eric - Discovery1, Room 105	Mike Fester	✖
Apr 20 @ 02:40pm	Chase, Kit - Science, room 101	Mike Fester	✖
Apr 20 @ 02:50pm	Dawn, Rena - French, room 102	Mike Fester	✖

Print Appointments
Book Appointments



### Parents with More Than One Student

If a parent has more than one student at your school the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made.

Spring 2011 PTI

If you are unable to schedule a time in the selected calendars, you may request a call back. You will be contacted by phone or email.

Student :: Sandy Fester

Appointment Date :: Wednesday April 20th, 2011	Chase, Kit Science. room 101	Dawn, Rena French. room 102	Fay, Sophie Math. room 103	Zack, Alex Gym. Gym girls
Call Back Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:10pm	Unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02:20pm	Unavailable	Unavailable	Unavailable	Unavailable
02:30pm	Unavailable	Unavailable	Unavailable	Unavailable
02:40pm	Mike Fester	Mike Fester	Mike Fester	Mike Fester
02:50pm	Mike Fester	Mike Fester	Mike Fester	Mike Fester
03:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:40pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03:50pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:10pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04:20pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This calendar displays the appointment times for four teachers and shows “Unavailable” appointment times and there is a region that cannot be booked as these times have been scheduled already for another student, “Mike”, and this parent is already busy at these times.

### Printing Parent Appointment Schedule

From the home page, parents to generate a PDF document with the list of their appointments. By clicking on the “Print Appointments” button a window will pop-up asking the parent what they wish to do with the document.

<b>Smallville High</b> <b>Spring 2009 Parent Teacher Appointments</b>		<b>John Smith</b>
Date and Time	Student	Teacher
April 30 @ 03:10pm	Bob Smith	M. Cantaloupe
April 30 @ 03:20pm	Bob Smith	M. Orange
April 30 @ 03:30pm	Jane Smith	G.S. Apple
April 30 @ 03:40pm	Jane Smith	T. Banana
April 30 @ 03:50pm	Jane Smith	C. Grape
April 30 @ 04:00pm	Bob Smith	C. Grape
April 30 @ 04:10pm	Bob Smith	R.D. Apple