



Vancouver Technical Secondary Online Sign-Up for Parent-Teacher Conferences

Parent-Teacher Conferences are on Thursday November 7th, 2019 from 3:00 - 4:00 pm and 5:30 - 7:30 pm

The online sign-up will be available from:

- Wednesday, October 30th at 12pm until Monday, November 4th, 2019 at 9am for 4 appointments only.
- If spaces are left, parents will be able to book more appointments on Monday, November 4th, 2019 at 9am until Wednesday, November 6th, 2018 at 3pm.

Steps:

1. Go to: <http://vantech.schoolappointments.com/>

2. Next you will see a login screen and *if you do not have an account*, click on the link below the “login” button.

This is the link you click on.

3. You will need to fill out the *entire* form. Finish by clicking “Register Now”.

Here’s an example:

4. After successfully completing the form, you will be automatically logged in.

5. Click the “Add a Student” button.

6. Fill out the first and last names of the student and then click “Add New Student”.

7. You will be taken to the Student Administration page, which looks similar to this:

Note: to register another student, click on “Insert New” and follow step 5 again.

8. To schedule appointments for your son or daughter, click on “**VanTech PT Evening Nov 7th, 2019**”.

9. A list of teachers will appear. Click on one name to select a teacher and hold the “ctrl” key as you click on a name to select up to four teachers.

10. After making your selections, click on “**View Calendars**”

11. Make appointments by clicking on the boxes indicating open time selections and finish by clicking on “**Book Appointments**”. Note: You may make up to four teacher appointments. Please prioritize appointments for the teachers you want to see the most, as there are not enough appointment time slots for the overall demand.

12. A page showing your listed appointments will appear. To confirm, click “**Book Appointments**” again.

13. If you want to book appointments with another student, follow **Steps 6 to 9** again. If not, then **log out**.

14. To view your scheduled appointments, go to the “Profile Tab” at the top and scroll down to “View Appointments” or click on “View Appointments”.

15. If you are unable to get an appointment with the teacher on November 7th and you are concerned about the progress of your child, please select the “Call Back” option or email your child’s teacher to make an appointment for a different day. Teacher’s emails can be found under the “About Us” tab > Staff Directory on the school’s website.

In an attempt to ensure that all parents are able to see some teachers, initially **four appointments** will be available for booking per student.

Translators are also available for booking. Please book the relevant translator at the same time as your teacher appointment.

