

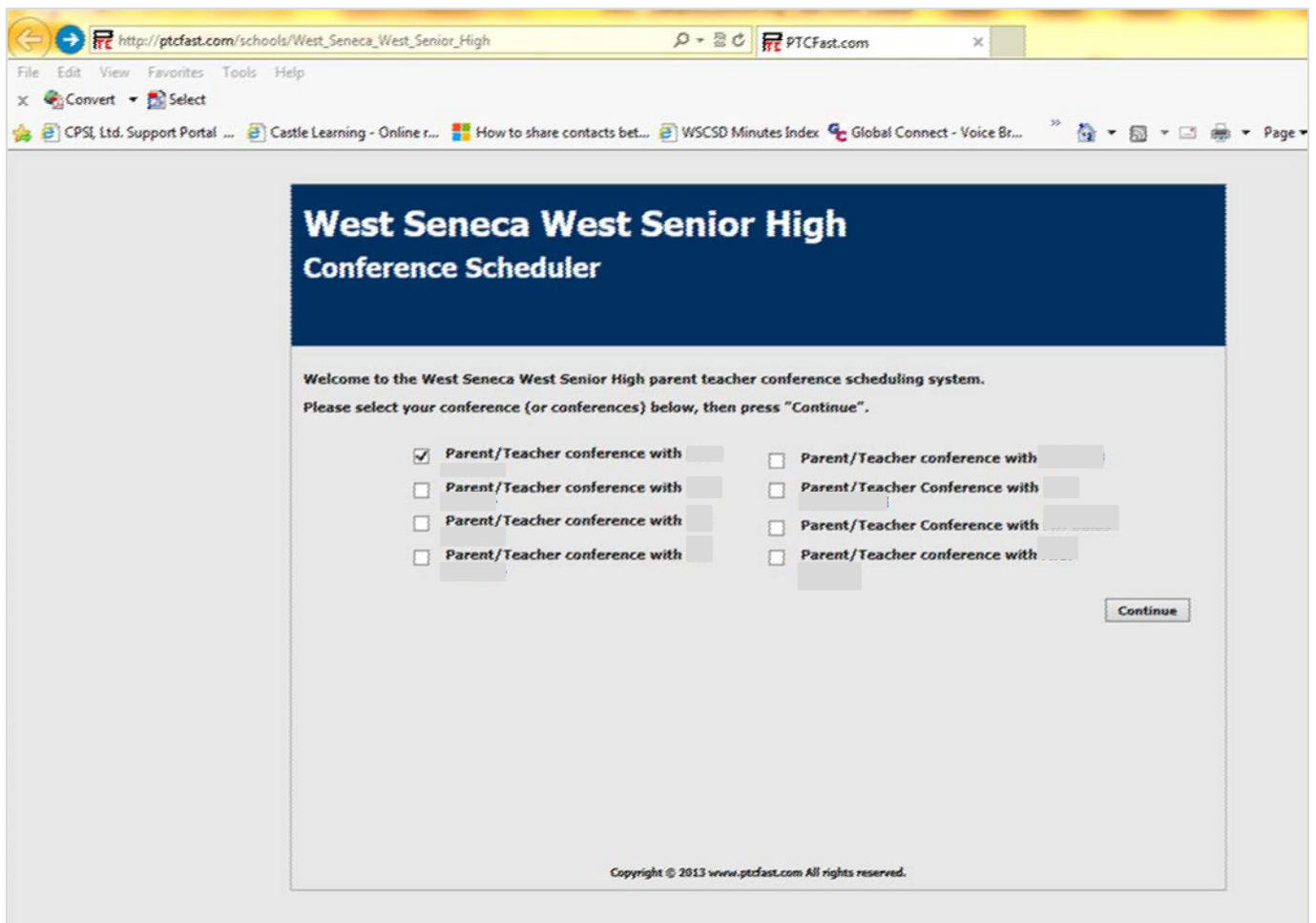
Quick Directions for West Senior's Online Parent/Teacher Conference Scheduling

(www.ptcfast.com)

Step 1

This is the Welcome Screen you will see when you go to West Senior's custom site on ptcfast.com:

Place a check mark in the box for your child's teacher(s) and hit Continue.



Step 2

The next screen should look like this.

This is where you would fill in all the pertinent information for the conference. When finished, click Submit.

The screenshot shows a web form titled "Conference Scheduler" with a dark blue header. In the top right corner of the header, there is a link that says "Return to the list of conferences". Below the header, the main heading reads "Sign up for Parent/Teacher conference with" followed by a greyed-out text box. The form contains several input fields with labels and instructions:

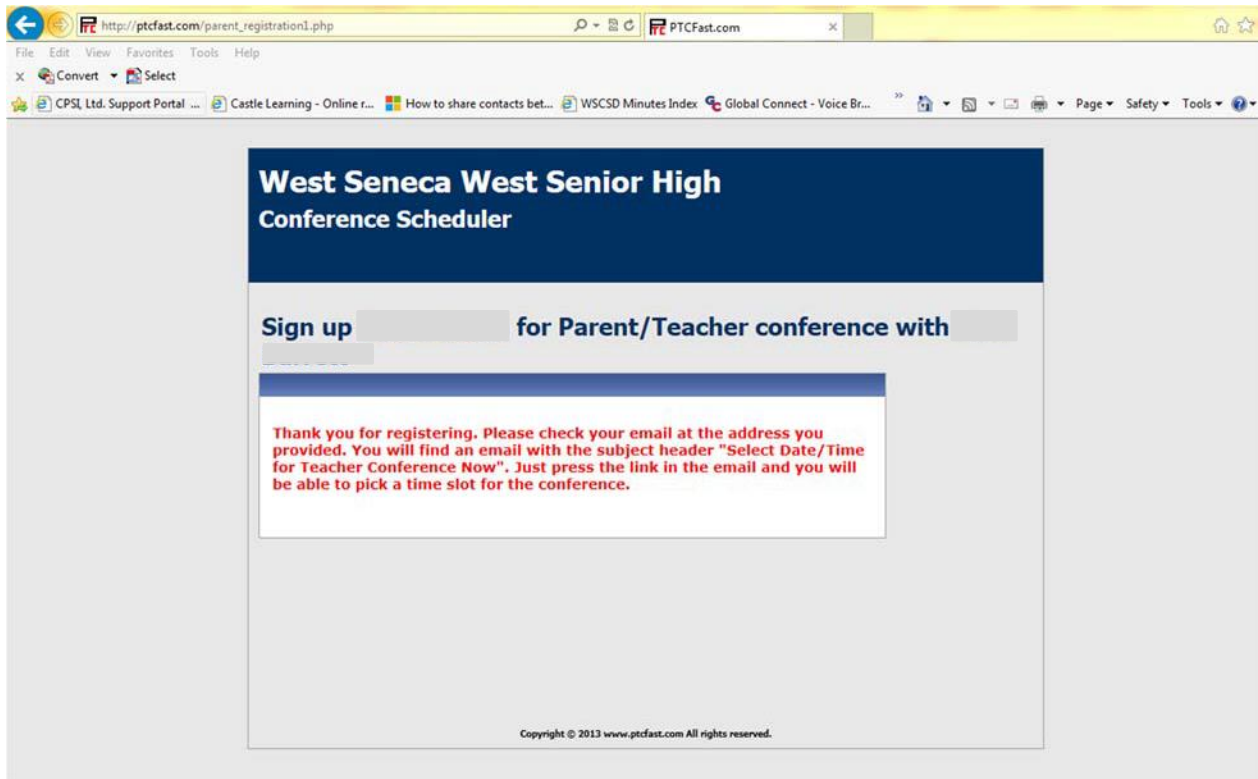
- Student's first name**: A text input field.
- Student's last name**: A text input field with the instruction "-- enter whatever best identifies the student to the teacher."
- Your name**: A text input field with the instruction "-- who will be attending the conference, e.g., John Smith, or John and Mary Smith".
- Your email address**: A text input field with the instruction "-- where should we send your confirmation information?".
- Confirm email address**: A text input field.
- Phone**: A text input field with the instruction "--optional".
- Special Requests**: A text area with up and down arrow icons on the right side.

At the bottom left of the form, there is a "Submit" button.

Step 3

After successful submittal of your information, you should see a screen similar to this.

(A confirmation email will be sent to the email address you specified)



Step 4

After checking your email inbox, you should see an email from ptcfast that looks similar to this:

(If you don't see the email, check your spam or junk email folder)

Dear Parent,

Thank you for registering for your parent-teacher conferences. Please click on the link below to complete the process and pick your specific dates and time.

[Click here to select conference time](#)

If for any reason you have a problem with this link, you may login at <http://www.ptcfast.com/parentlogin.php> and use this code: _____

Thank you.

Mr(s). _____

In this email, click on the link, "**Click here to select conference time**"

Step 5

After clicking on the link in Step 4 above, you will see a screen similar to this. Please select 1 time slot for each class or section, and click Submit.

The screenshot shows a web browser window with the URL `www.ptcfast.com/timepicker.php?parent_code=4U101196449`. The page title is "Time Picker".

Your Appointments

For sharon3286@myway.com

Sarah
Parent/Teacher conference with [redacted]

Sarah
Parent/Teacher conference with [redacted]

Parent/Teacher conference with [redacted] - Life Skills

Register another conference at Rule of Thumb for Sarah Honan

Add a different student at Rule of Thumb

Display/Print Schedule

To register appointments for another school, please follow the instructions provided by that school.

Appointment Selection

Rule of Thumb Parent/Teacher conference with [redacted]	Rule of Thumb Parent/Teacher conference with [redacted]	Rule of Thumb Parent/Teacher conference with [redacted]
Not currently booked	Not currently booked	Not currently booked
No time selected; check here to remove your registration <input type="checkbox"/>	No time selected; check here to remove your registration <input type="checkbox"/>	No time selected; check here to remove your registration <input type="checkbox"/>
Thu, Oct 17	Thu, Oct 17	Thu, Oct 17
<input type="checkbox"/> 12:30 PM Available	<input type="checkbox"/> 12:30 PM Available	<input type="checkbox"/> 12:30 PM Available
<input type="checkbox"/> 12:45 PM Available	<input type="checkbox"/> 12:45 PM Available	<input type="checkbox"/> 12:45 PM Available
<input type="checkbox"/> 1:00 PM Available	<input type="checkbox"/> 1:00 PM Available	<input type="checkbox"/> 1:00 PM Available
<input type="checkbox"/> 1:15 PM Available	<input type="checkbox"/> 1:15 PM Available	<input type="checkbox"/> 1:15 PM Available
<input type="checkbox"/> 1:30 PM Available	<input type="checkbox"/> 1:30 PM Available	<input type="checkbox"/> 1:30 PM Available
<input type="checkbox"/> 1:45 PM Available	<input type="checkbox"/> 1:45 PM Available	<input type="checkbox"/> 1:45 PM Available
<input type="checkbox"/> 2:00 PM Available	<input type="checkbox"/> 2:00 PM Available	<input type="checkbox"/> 2:00 PM Available
<input type="checkbox"/> 2:15 PM Available	<input type="checkbox"/> 2:15 PM Available	<input type="checkbox"/> 2:15 PM Available
<input type="checkbox"/> 2:30 PM Available	<input type="checkbox"/> 2:30 PM Available	<input type="checkbox"/> 2:30 PM Available
<input type="checkbox"/> 2:45 PM Available	<input type="checkbox"/> 2:45 PM Available	<input type="checkbox"/> 2:45 PM Available
<input type="checkbox"/> 3:00 PM Available	<input type="checkbox"/> 3:00 PM Available	<input type="checkbox"/> 3:00 PM Available
<input type="checkbox"/> 3:15 PM Available	<input type="checkbox"/> 3:15 PM Available	<input type="checkbox"/> 3:15 PM Available
<input type="checkbox"/> 4:50 PM Available	<input type="checkbox"/> 4:50 PM Available	<input type="checkbox"/> 4:50 PM Available
<input type="checkbox"/> 5:05 PM Available	<input type="checkbox"/> 5:05 PM Available	<input type="checkbox"/> 5:05 PM Available
<input type="checkbox"/> 5:20 PM Available	<input type="checkbox"/> 5:20 PM Available	<input type="checkbox"/> 5:20 PM Available
<input type="checkbox"/> 5:35 PM Available	<input type="checkbox"/> 5:35 PM Available	<input type="checkbox"/> 5:35 PM Available
<input type="checkbox"/> 5:50 PM Available	<input type="checkbox"/> 5:50 PM Available	<input type="checkbox"/> 5:50 PM Available
<input type="checkbox"/> 6:05 PM Available	<input type="checkbox"/> 6:05 PM Available	<input type="checkbox"/> 6:05 PM Available
<input type="checkbox"/> 6:20 PM Available	<input type="checkbox"/> 6:20 PM Available	<input type="checkbox"/> 6:20 PM Available
<input type="checkbox"/> 6:35 PM Available	<input type="checkbox"/> 6:35 PM Available	<input type="checkbox"/> 6:35 PM Available
<input type="checkbox"/> 6:50 PM Available	<input type="checkbox"/> 6:50 PM Available	<input type="checkbox"/> 6:50 PM Available
<input type="checkbox"/> 7:05 PM Available	<input type="checkbox"/> 7:05 PM Available	<input type="checkbox"/> 7:05 PM Available

Step 6

You will get an email to confirm the times you have selected.