

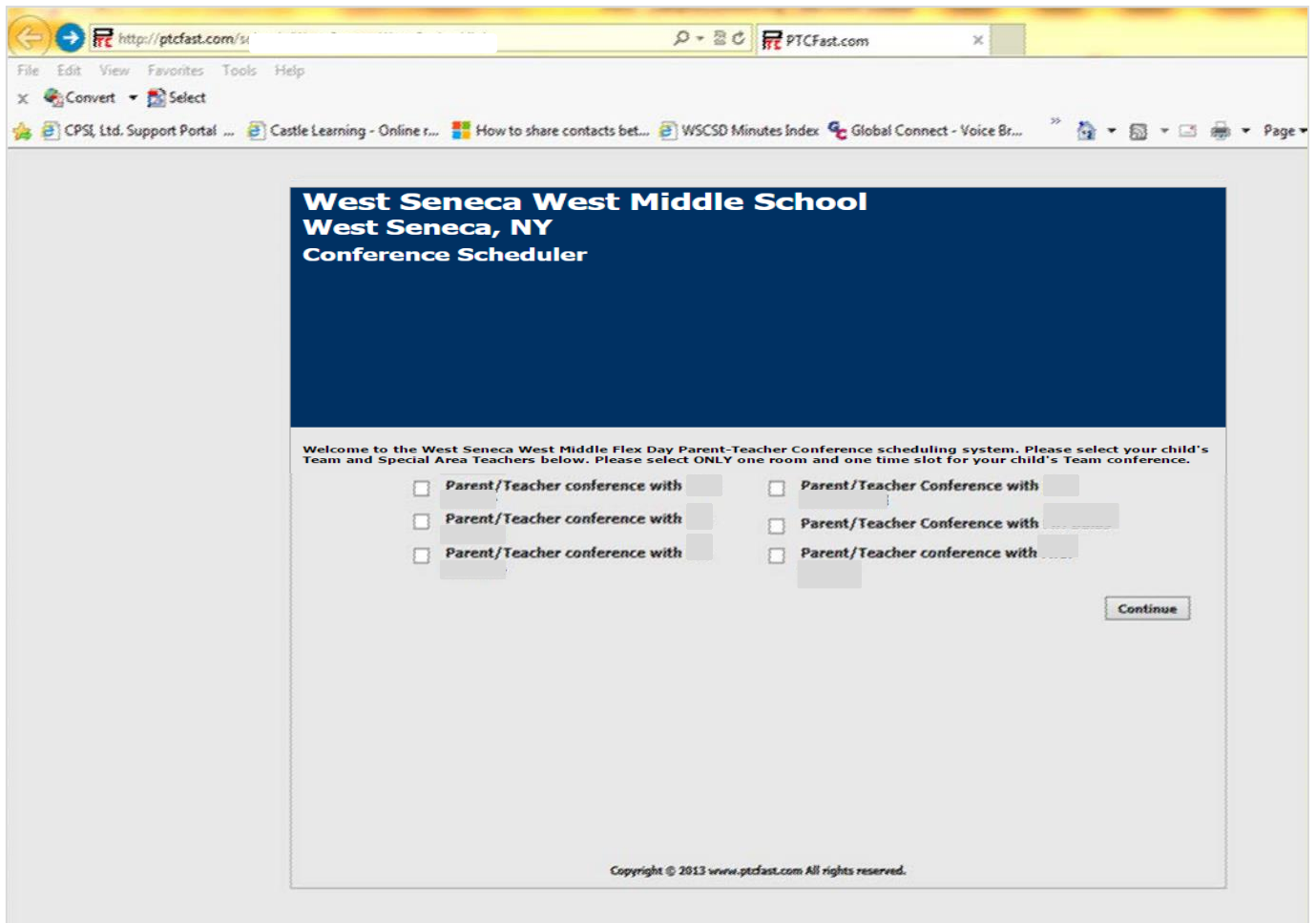
# Quick Directions for West Middle's Online Parent/Teacher Conference Scheduling

(www.ptcfast.com)

## Step 1

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

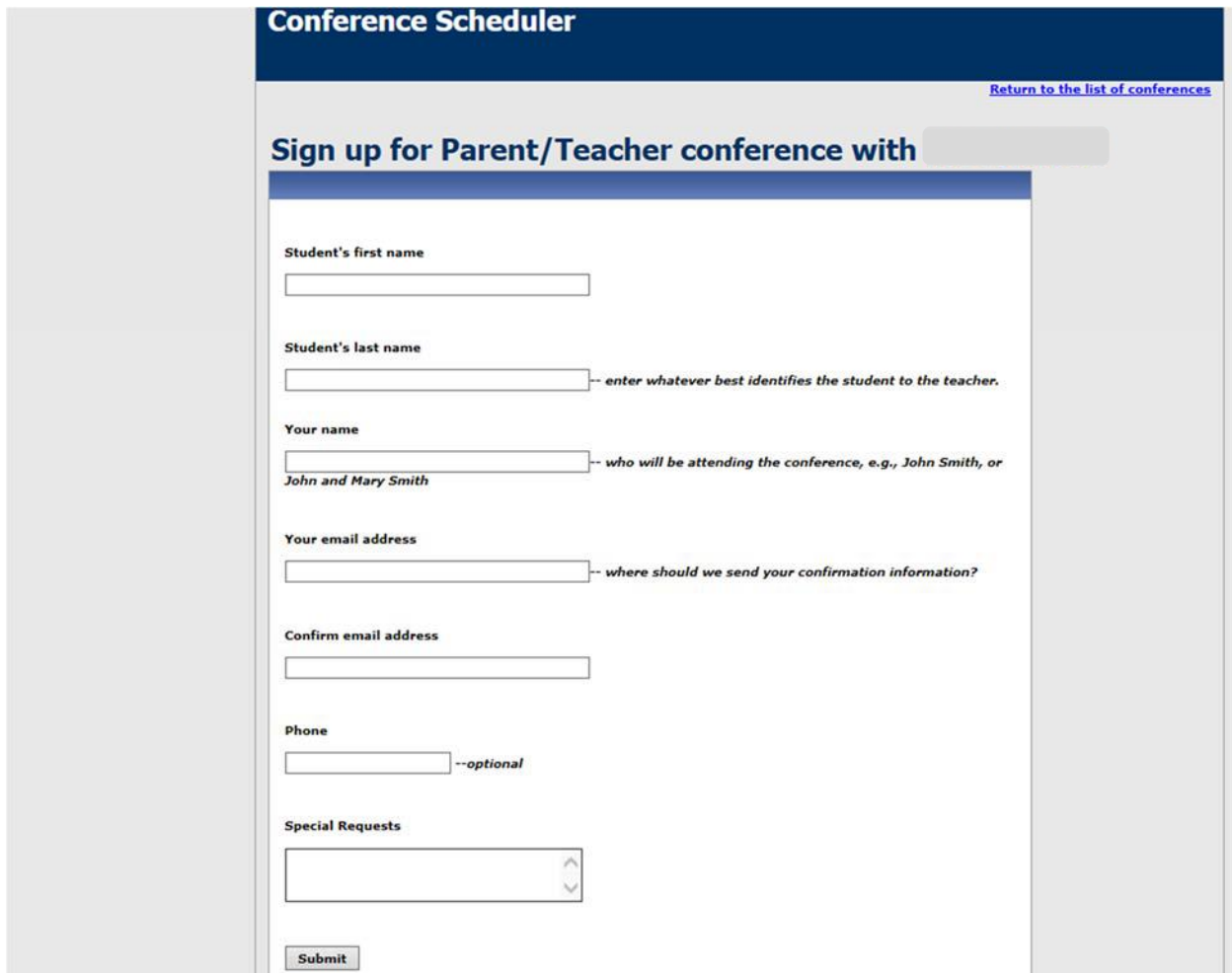
Place a check mark in the box for your child's teacher(s) and hit Continue.



## 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. Below the header is a link "Return to the list of conferences". The main heading is "Sign up for Parent/Teacher conference with" followed by a greyed-out text box. The form contains several input fields with labels and instructions:

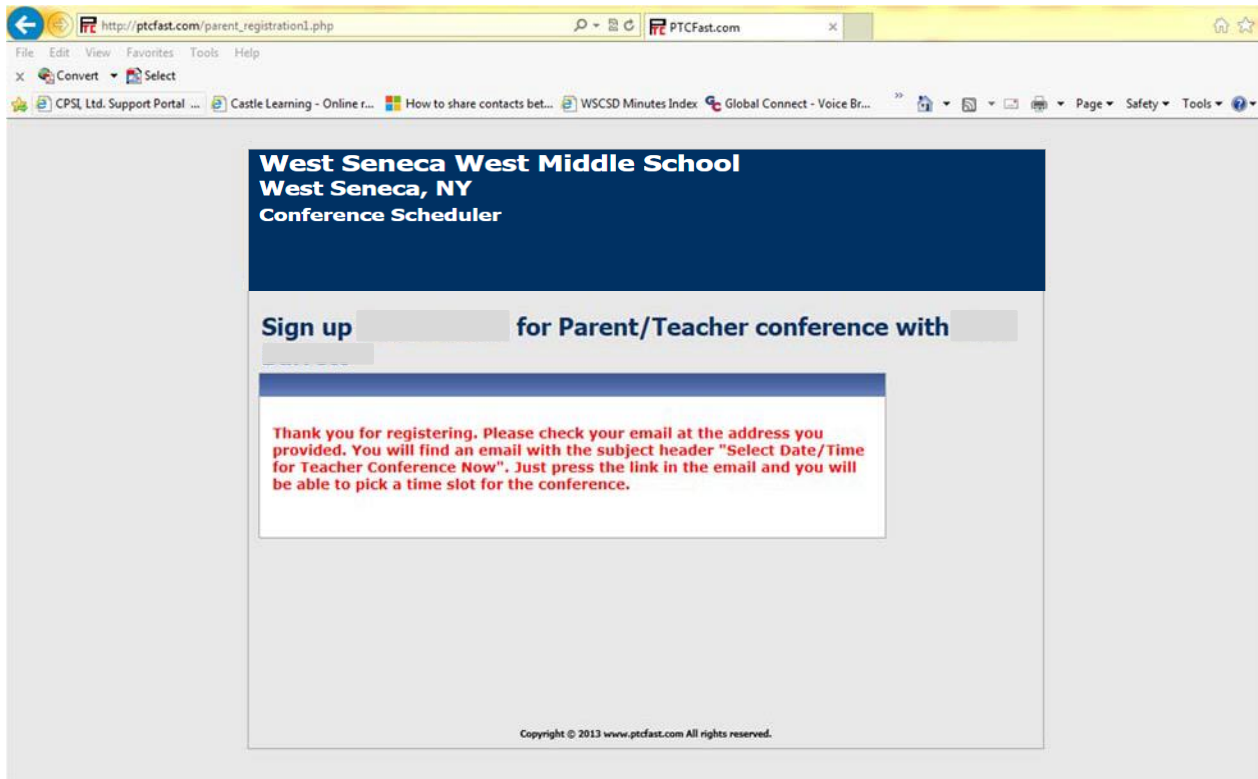
- Student's first name**: A text input field.
- Student's last name**: A text input field with the instruction "-- enter whatever best identifies the student to the teacher."
- Your name**: A text input field with the instruction "-- who will be attending the conference, e.g., John Smith, or John and 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 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 team, 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 is titled "Time Picker" and has a "Logout" link in the top right. The main content area is divided into "Your Appointments" on the left and "Appointment Selection" on the right. Under "Your Appointments", there are three entries for "Rule of Thumb Parent/Teacher conference with Sarah H.". Each entry has a "Not currently booked" status and a checkbox for "No time selected; check here to remove your registration". The "Appointment Selection" section shows a grid for "Thu, Oct 17" with time slots from 12:30 PM to 7:05 PM. The first column of time slots is highlighted in blue, indicating they are selected. The left sidebar contains several links: "Register another conference at Rule of Thumb for Sarah Honan", "Add a different student at Rule of Thumb", "Display/Print Schedule", and "To register appointments for another school, please follow the instructions provided by that school."

## Step 6

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