



# Conference Manager Bookings on a Smartphone

We have made it easier for parents to book a parent-teacher conference on a smartphone screen. After accessing the Conference Manager, a series of screens designed specifically for the small format of a smartphone guides parents through the process of selecting teachers, conference dates and booking times. **Please note the way a parent accesses the Conference Manager has not changed and there is no app to download; the screens below show what will be displayed by default when a parent books an appointment on a smartphone.** They show the steps the parents completes when booking.

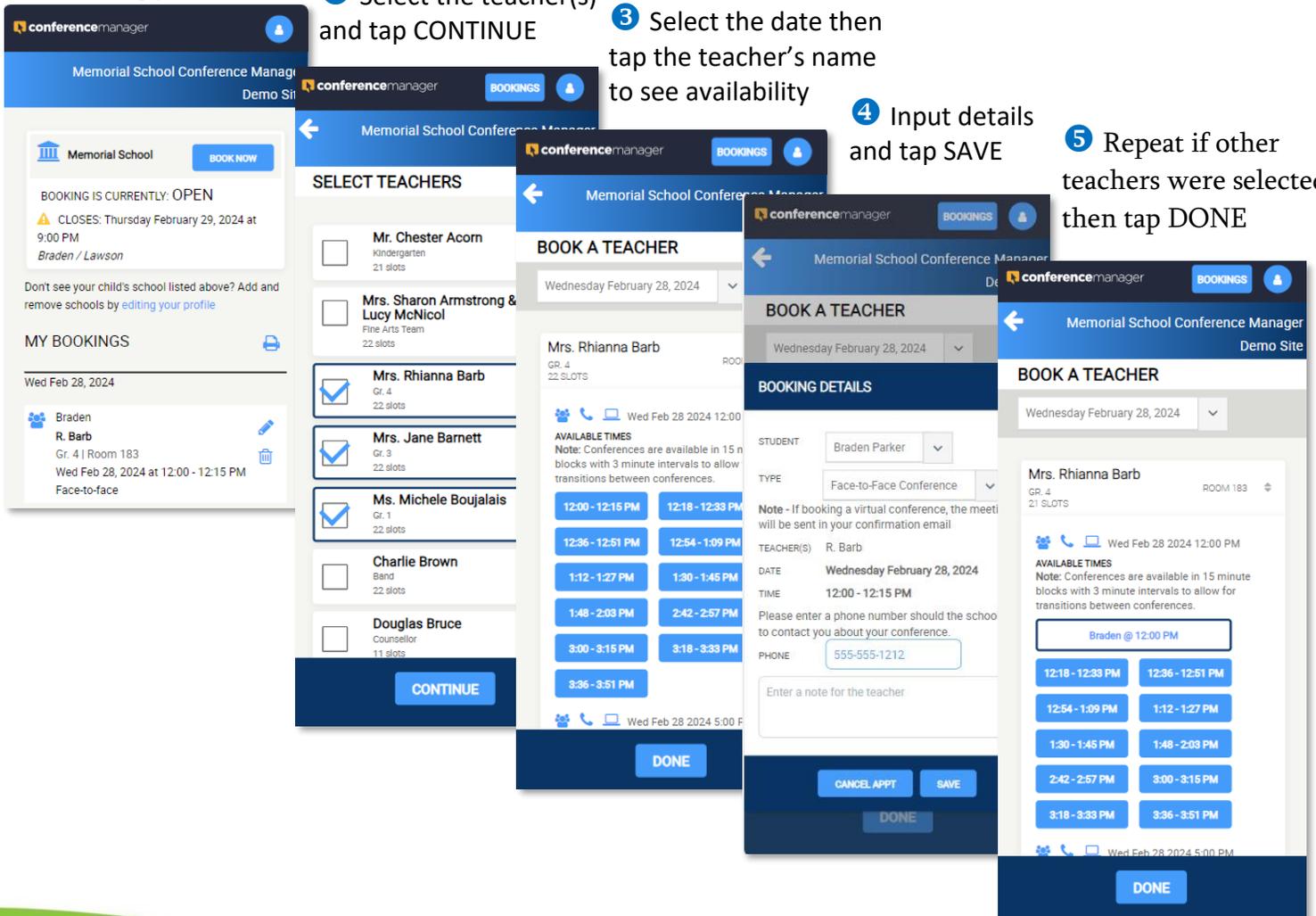
1 Tap BOOK NOW to start the booking process

2 Select the teacher(s) and tap CONTINUE

3 Select the date then tap the teacher's name to see availability

4 Input details and tap SAVE

5 Repeat if other teachers were selected then tap DONE



## Q&A

Please note the screens shown are similar to what is displayed on a smartphone when booking a parent-teacher conference. **Can I switch back and forth between the new screens designed for a smartphone and the screens from the original design?**

*Yes, you can switch between the new interface for mobile devices and what we refer to as the Classic interface. If you are in the mobile interface, click the profile icon in the top right of the screen and then click the SWITCH TO CLASSIC INTERFACE option. If you are in the Classic interface, click the SWITCH TO NEW INTERFACE link at the top of the screen. Clicking this will take you to the screens designed for mobile devices.*

**I use a laptop computer to book my conferences. I like the way the new interface displays all available appointment times for a teacher for the date selected. Is it possible for me to use the new interface on my laptop?**

*Yes, just like you are able to switch between the Mobile interface and the Classic interface on a smartphone, we implemented the new booking screens so can do the same thing on a laptop or desktop computer. Once you are logged into the Conference Manager, you can switch to the new interface by clicking the SWITCH TO NEW INTERFACE link at the top of the screen as shown below.*

*Although the Classic interface has some advantages for coordinating times, the new interface shows all times available for a teacher, even across different conference sessions. For example, the availability a teacher has in the daytime conference session as well as those those available in the evening can be viewed at the same time. This is the case, whether booking on a handheld device or a laptop or desktop computer. Here is a sample of what the new interface looks like on a desktop or laptop display.*

conference manager BOOKINGS

Memorial School Conference Manager Demo Site

### BOOK A TEACHER

Wednesday February 28, 2024

STAFF NAME LOCATION

Mr. Chester Acorn TINY ROOM

KINDERGARTEN 19 SLOTS

Wed Feb 28 2024 12:00 PM

**AVAILABLE TIMES**

Note: Conferences are available in 15 minute blocks with 3 minute intervals to allow for transitions between conferences.

12:18 - 12:33 PM 12:54 - 1:09 PM 1:12 - 1:27 PM 1:30 - 1:45 PM 1:48 - 2:03 PM 2:42 - 2:57 PM 3:00 - 3:15 PM

3:18 - 3:33 PM 3:36 - 3:51 PM

Wed Feb 28 2024 5:00 PM

**AVAILABLE TIMES**

Note: Conferences are available in 15 minute blocks with 3 minute intervals to allow for transitions between conferences.

5:00 - 5:15 PM 5:36 - 5:51 PM 5:54 - 6:09 PM 6:12 - 6:27 PM 7:06 - 7:21 PM 7:24 - 7:39 PM 7:42 - 7:57 PM

8:00 - 8:15 PM 8:18 - 8:33 PM 8:36 - 8:51 PM

DONE