

TRIAD CONFERENCE BOOKING INSTRUCTIONS



INFORMATION AND APPOINTMENT

Conference Dates & Times:

Wednesday, September 9	1:00 pm – 6:00 pm
Thursday, September 10	8:30 am – 12:30 pm

Hedges books the Triad Conferences on a web-based scheduling application called School Conference Manager. This application allows you, as a parent, to use the internet to book your own appointments quickly and easily.

The first time you access the Conference Manager, you will be asked to register and create an account. You can continue to use this same account for the duration of the time you have children in the school, so please create a password that is easily remembered. Parents can register at any time beginning Thursday, July 2nd. The system will remain open throughout the summer until Wednesday, September 9th.

Steps to registering and booking conferences:

1. Go to our school's website homepage www.sjasd.ca/school/hedges Click on the link to student led conference registration. Or access the program using this link: <https://hedges.schoolsoft.ca/login.jsf>
2. Select REGISTER NOW, complete and SUBMIT. An email will be sent to the address you specified stating your username and password. You may now log in.
3. Click the **BOOK NOW** button. Select **conference date** in the date drop-down that appears and then select the teacher(s) you wish to meet with and click the NEXT button.
4. Click on an available time slot for your child's homeroom teacher and complete the booking form that appears. You should see the booking appear in the summary list on the right-hand side of the screen. You will also receive a reminder by email. **You only need to book an opening day September appointment with your child's HOMEROOM teacher.**
5. When finished, you may print your schedule. Your appointment will appear in the panel on the right side of the screen or click on the MY CONFERENCES tab. You will also receive a confirmation email.
6. When finished booking, click the **log off** button located at the top right of the browser window. You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey before exiting.

We greatly appreciate parents booking their own appointments online but know this is not always possible. If you are unable to book your own appointment due to limited computer access or for any other reason, please phone the school at 204-837-5843 during regular office hours and appointments will be booked for you. The office will re-open Thursday, August 20th.