



École Bannatyne

Opening Day Conferences

Wednesday, September 6, 2023 (1:00-7:00 pm)
Thursday, September 7, 2023 (9:00-12:00 pm)

At École Bannatyne, the Opening Day Conferences are an integral part of welcoming your child to the classroom and school. Please plan on booking and attending an Opening Day Conference with the applicable teacher(s) for each child you have attending the school.

We use a web-based scheduling application - *École Bannatyne Conference Manager*. This application allows you, as a parent, to use the Internet to check the teachers' schedules and book appointments quickly and easily.

If you haven't used the *École Bannatyne Conference Manager* you will be required to register and create a parent account, which only takes a minute or two. You can continue to use this same account for the duration of the time you have children in the school, so please record your password where you can reference it later. **Please note that although parents can register at any time, the booking of the Opening Day Conferences can only begin on Tuesday, August 29, 2022, 9:00 am. You can access the system to book or change your appointment until 12:00 pm on Wednesday, September 6, 2022.** If you are unable to book an appointment with a teacher you wish to see, please email the teacher directly.

Additional documentation and reference sheet can be found by following the link below:

https://www.schoolsoft.com/wp-content/uploads/SchoolSoft_Instructions_for_Parents.pdf

Steps to registering and booking conferences:

1. **Go to our school's website:** <https://www.sjasd.ca/school/bannatyne/> Find the link to the conference booking site is under "Parents/Community" menu.
2. **Register for a parent account.** To register, click the REGISTER NOW button and complete the registration page. Once registered you will be able to log in to the Conference Manager right away. An email will also be sent to the address you specified. This email restates your username and password and is a good email to retain, as you will use the same email and password when booking future rounds of Parent-Teacher Conferences. If you forget your password, you can reset it using the FORGOT PASSWORD link under the login button.

Once registered you can log in to the Conference Manager any time.
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.** To coordinate bookings involving multiple teachers, select all the teachers applicable to your child(ren) who you wish to meet.
4. **Click on an available time slot for each teacher you selected 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. A confirmation email is sent for each booking you make or subsequently cancel. You will also receive a reminder and conference itinerary by email.
5. **Confirm your appointments have been booked by looking at the "CURRENTLY BOOKED CONFERENCES" box on the right of the screen or click on the MY CONFERENCES tab.** Only appointments that appear in the CURRENTLY BOOKED CONFERENCES box or on the MY CONFERENCES page are confirmed bookings. You may print this list when you are finished booking all appointments.
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 completely exiting. We appreciate you completing the survey as this helps guide our decision-making regarding how conferences are booked in the future.

We greatly appreciate parents booking their own appointments but know this is not always possible. If you are unable to book your own appointment, please phone the school at 204-888-1101 after August 31 and Mme Cadieux will be happy to assist you over the phone.

Sincerely,

Mme Eyjolfson
Directrice/Principal