Hugh McRoberts Secondary School

Parent-Teacher Conferences: Parent Instructions

Click here to access our booking website

Parent-Teacher Conferences are taking place on:

- Wednesday, November 25th, from 2-4 PM
  - *Appointment booking closes on Tuesday, November 24th, at 3 PM*
- Thursday, November 26th, from 2-4 PM & 6-8 PM.
  - *Appointment booking closes on Wednesday, November 25th at 3 PM*

Key Details

- Conference slots are 10 minutes
- Parents should only book with a teacher for 1 time slot. If more time is needed, please connect with the teacher directly to schedule a time.
- Parents will receive an email confirmation after booking appointment.
- Reminder emails will be sent 1 day prior to the appointment.
- All conferences are scheduled as In-Person.

How to Book an Appointment

1. Click here or scan the QR code above. You can start booking appointments starting on **Nov 20**.

2. **Select a teacher.**
   (This is ***not*** optional even though it says it is. Please ***do NOT*** leave this set to "Anyone").

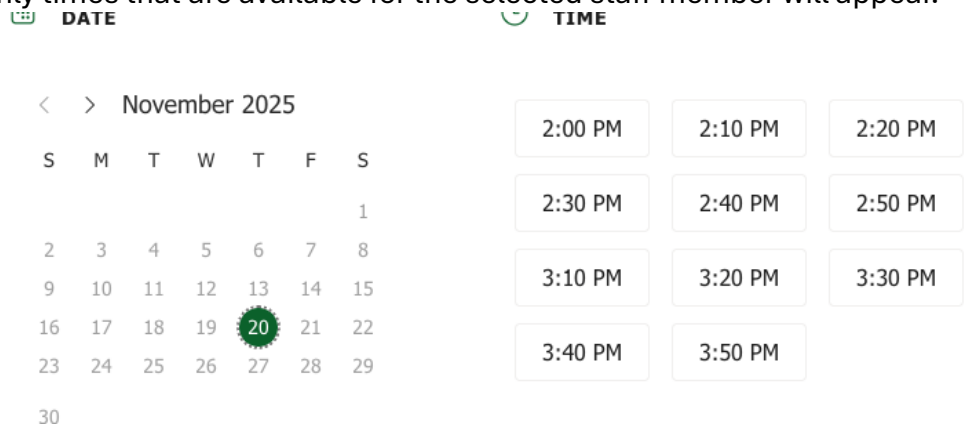
   SELECT STAFF (OPTIONAL)

   Select Teacher Name

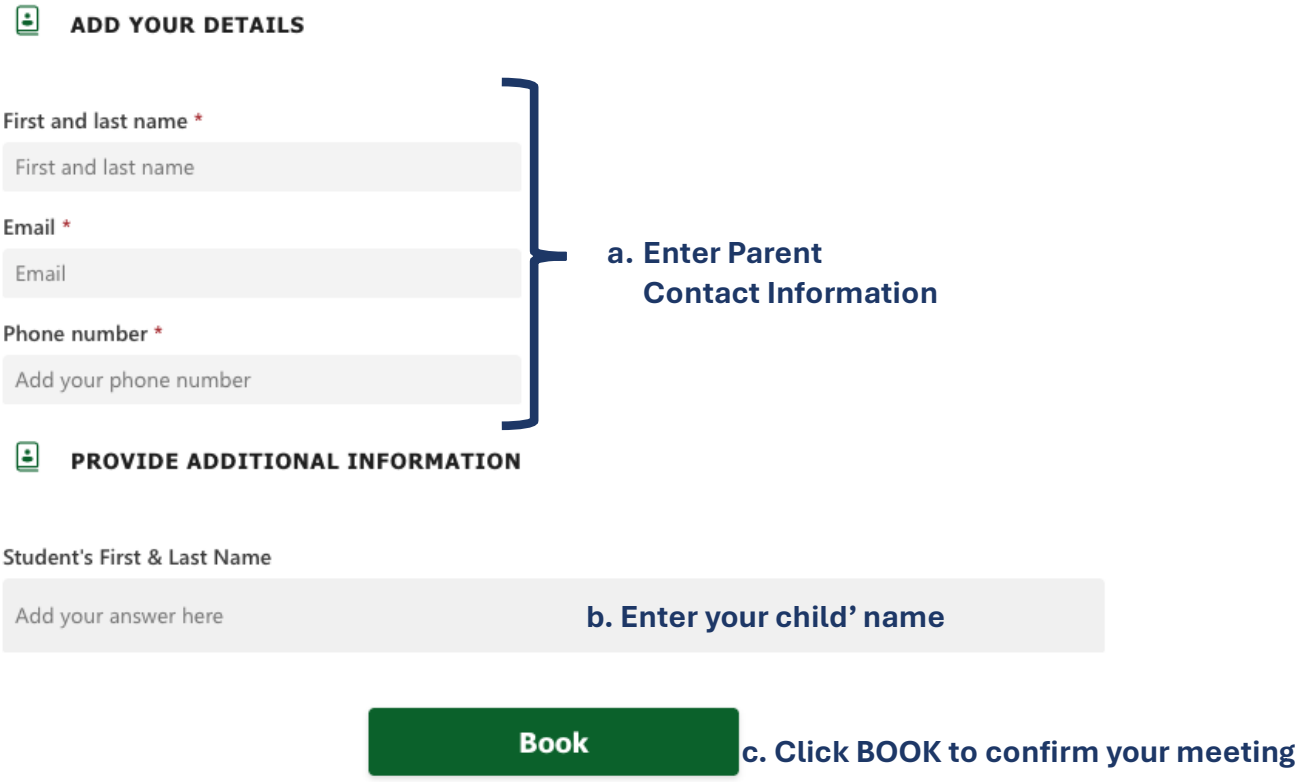
3. Under “select a service”, choose a date.



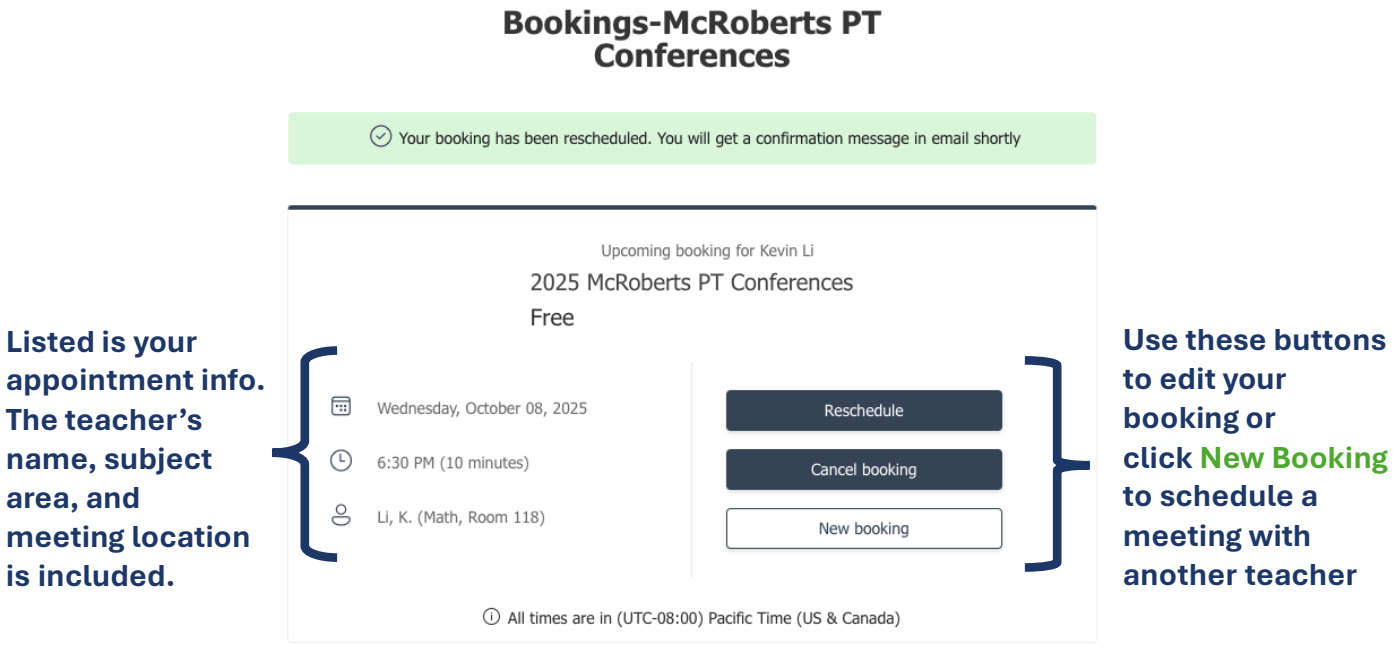
4. Select an available time slot – **make sure the date matches the ‘service’ date above**. Only times that are available for the selected staff member will appear.



5. Enter your contact information.



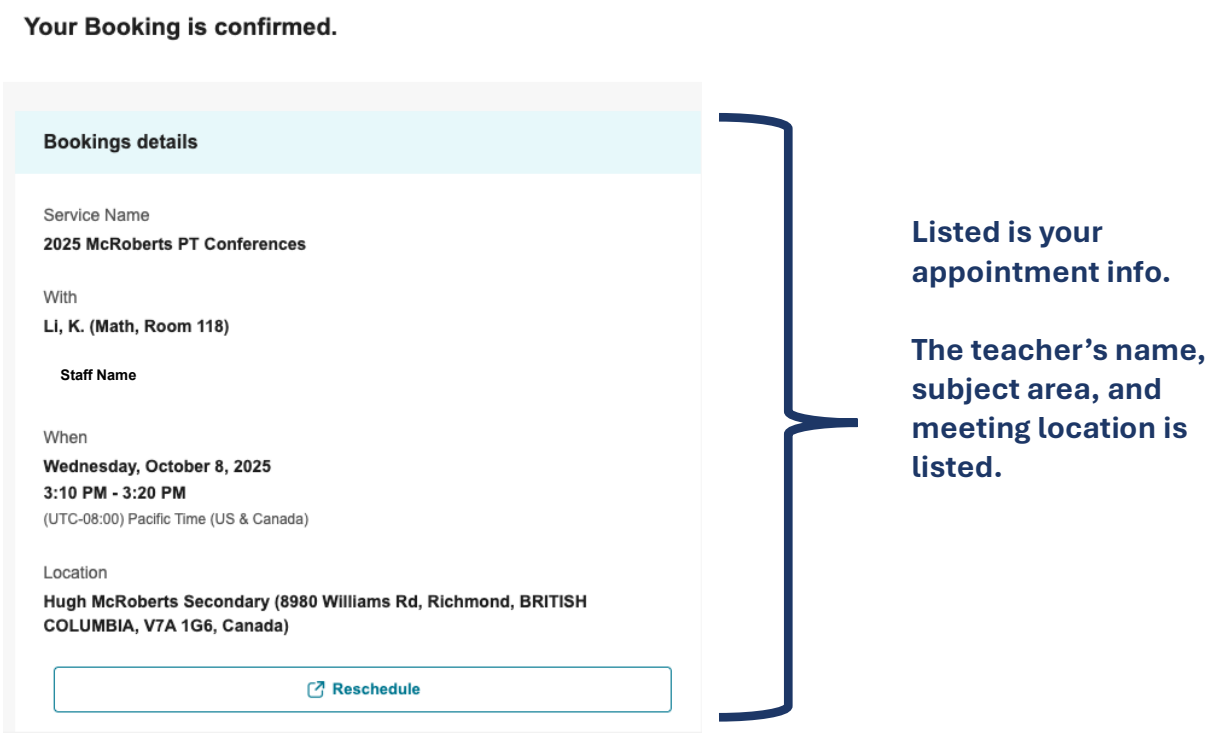
6. Your booking is now complete, and you should see the confirmation message below.



Listed is your appointment info. The teacher's name, subject area, and meeting location is included.

Use these buttons to edit your booking or click New Booking to schedule a meeting with another teacher

7. You will also receive a confirmation email with the details of your appointment. Note that you may need to check your spam folder if you do not see this message.
    - If you need to reschedule an appointment, please use the 'reschedule' button at the bottom of the email.
    - You can use the attached .ics file to add this appointment to your calendar.



Listed is your appointment info.

The teacher's name, subject area, and meeting location is listed.

Need Support?

If you have any questions or need assistance, contact the school office at mcroberts@sd38.bc.ca or 604-668-6600.