

NOTRE DAME REGIONAL SECONDARY: *Parent-Teacher Conference Booking Instructions*

The following instructions are to assist in booking an appointment for parent-teacher conference.

STEP 1:

Go to the Notre Dame Regional Secondary Homepage (www.ndrs.ca) at the time of or after the online booking date is to be open. Bookings made before the online date is to be open will not be processed and/or cancelled.

STEP 2:

Select “**Parent-Teacher Conference**” button from the slides on the homepage

STEP 3:

On the “**Parent-Teacher Conference**” homepage please scroll down to the staff member that you wish to book and click the “**select**” button of the appropriate staff member.

Socials Studies 10
Earth Science 11
Geography 12
Grade Level Coordinator 8
Grade Level Coordinator 8

Select



Ms. Stephanie Chan

English 12
Literature 12
English Department Head

Select



Mr. Alan Charlton

English 11
Film Studies 11

Select

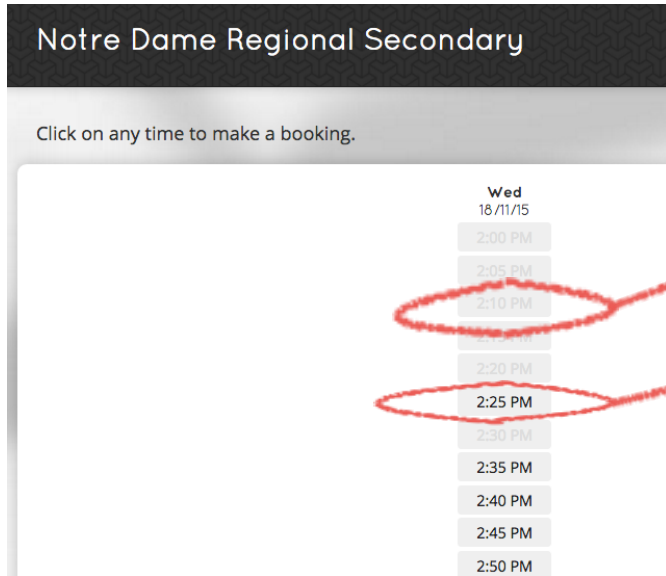


To select this teacher click the “**select**” button

STEP 4:

Once you have selected the appropriate staff member you will then be directed to the “**Appointment Booking Page**” to select a time. Select the time that best fits your schedule and keep in mind your other booking times. Click your preferred time slot: available times are in black, if the time is grey it is unavailable and you will not be able to select it.

Please be sure when booking multiple teachers not to book more than one teacher in the same time slot.



This time slot is unavailable (do not select).

This time slot is available.

STEP 5:

Once you have selected a time slot you will then be directed to the “**Contact Information Page**”. You must fill out all the “**contact and security fields/boxes**” in order to complete booking your appointment. Once you have completed the necessary fields you must then select the “**Confirm Booking**” button.

Booking: Wednesday, November 18, 2015 2:25 PM

* Student's First Name:

* Student's Last Name:

* Parent's Full Name:

* Email:

Team member: Mr. Jon Tagulao
Physical Education 9
Vice-Principal

Any concerns you would like to discuss:

BNXXB
Type the five letters:

Confirm Booking Cancel

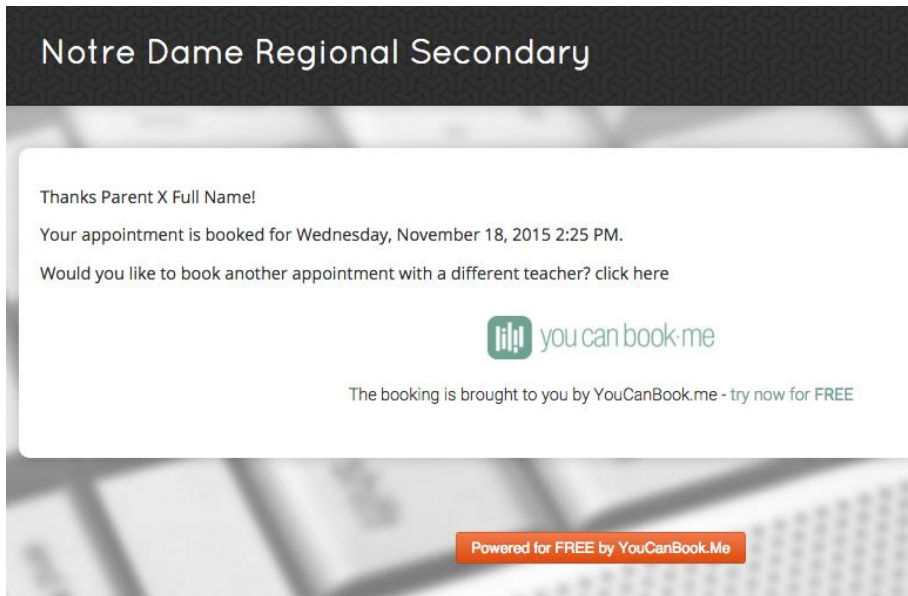
1) All contact fields must be completed.

2) You must also complete the security box.

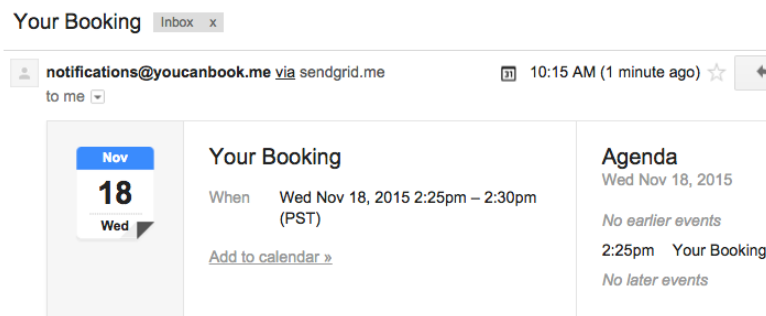
3) Finally select the “Confirm Booking” button to complete the

STEP 6:

Your booking is successful if you reach the “**Booking Confirmation Page**” below.



You will also receive a confirmation to the email you provided in the “**Contact Information Page**”, such as the example below. **DO NOT DELETE THE CONFIRMATION EMAIL** until Parent-Teacher Conferences are over. In the event that your situation changes this email allows you to manage your appointments, which will be explained next.



Hi Parent X Full Name,

Thanks for booking your appointment on Wednesday, November 18, 2015!

Here are the details for your records...

Booking starts: Wednesday, November 18, 2015 2:25 PM

STEP 7:

At the bottom of your “**Confirmation Email**” you will be given two options that will potentially help you manage your schedule:

Duration: 5 minutes
Reference: ETBP-MARB-RENB

Student's First Name: Student X Name
Student's Last Name: Student X Last Name
Parent's Full Name: Parent X Full Name
Email: ptinds@gmail.com
Any concerns you would like to discuss: Homework

[RESCHEDULE this booking](#)
[CANCEL this booking](#)

1) Reschedule Your Booking

2) Cancel Your Booking

STEP 8:

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Click on any time to make a booking.

Wed 18/11/15
2:00 PM
2:05 PM
2:10 PM
2:15 PM
2:20 PM
2:25 PM
2:30 PM
2:35 PM
2:40 PM
2:45 PM
2:50 PM
2:55 PM

If you select “Reschedule this booking” you will be returned to the “**Appointment Booking Page**” to select a new time.

Rescheduling Your Booking

Notre Dame Regional Secondary

You are about to change the start time of your booking.

Old start time: **Wednesday, November 18, 2015 2:25 PM**

New start time: **Wednesday, November 18, 2015 2:35 PM**

Are you sure you wish to reschedule your booking?

After selecting a new time you will receive this prompt below to review the time change and confirm your wish to reschedule the appointment.

STEP 9:

Cancelling your appointment

Notre Dame Regional Secondary

You are about to cancel the following booking:

Wednesday, November 18, 2015 2:25 PM

Are you sure you wish to cancel this appointment?

Powered for FREE by YouCanBook.Me

If you choose the “Cancel the Booking” button you will be prompted to confirm your wish to cancel the time. Then select the **“Confirm Cancellation”** button

CONTACT:

If you have issues booking appointments please contact Mr. Tagulao at jtagulao@ndrs.org