School Appointments.com Scheduling Parent Teacher Appointments Can be Easy for Everyone!

School Appointments - Parent Instructions

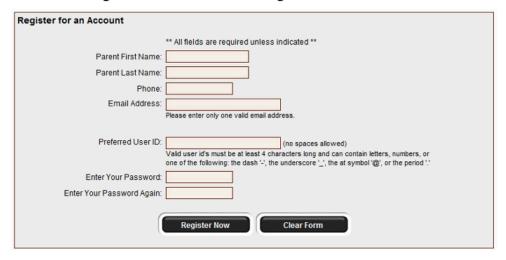
- 1. Go to our school appointments web site: http://willoughby.schoolappointments.com
- 2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form (see below). Choose a User ID and password for yourself and then click the "**Register Now**" button
- 3. Add your children into the system by clicking the "Add a Student" button. Click "Insert New" button to add more children.
- 4. Click the "date" icon beside each child's name to schedule appointments.



- 5. Select the teacher you wish to book appointments with.
- 6. Click "View Calendars" button.
- 7. Click on available time slots (white spaces) to book your appointments and then click the "**Book Appointments**" button to save your bookings.

Parent Registration

Parents click on the "Register" tab and fill in the registration form to create an account.



Once parents have successfully registered, they will be logged into the system and can register their students.