


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.

Register for an Account

** All fields are required unless indicated **

Parent First Name:

Parent Last Name:

Phone:

Email Address:
Please enter only one valid email address.

Preferred User ID: (no spaces allowed)
Valid user id's must be at least 4 characters long and can contain letters, numbers, or one of the following: the dash '-', the underscore '_', the at symbol '@', or the period '.'

Enter Your Password:

Enter Your Password Again:

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