



## PARENT/TEACHER MEETINGS

### On-line Booking Process

#### How to book a Parent/Teacher meeting(s) . . .

1. Go to <http://mon.schoolappointments.com>
2. Click the **REGISTER** tab (located top right) then fill in "Register for an account" and click **REGISTER NOW**.
3. Click **ADD A STUDENT** to add your son/daughter. Note: Families with more than one student attending Monterey will need to enter each student. To add sibling click **INSERT NEW**.
4. To schedule appointments click the "**date**" icon beside each child's name. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
  - \* If a teacher is not available, you can click **the CALL BACK REQUEST** box at the top of the appointment times to provide your contact information for the teacher.
  - \* Once you have selected the teachers and time, click **BOOK APPOINTMENTS**.
  - \* To delete an appointment, click the **RED X** button next to the student's name.
  - \* To print your appointment(s), click **PRINT**.
  - \* To continue booking sibling appointments click **BOOK APPOINTMENTS**.

Note: if you are booking for more than one student, your first student's appointment times will be shown on the screen so double-bookings won't occur.
5. To view all your appointments again, choose the **PROFILE** menu tab and click on **VIEW APPOINTMENTS**. Your booked appointments will be listed in chronological order.
6. Please book one appointment with your child's Advisory teacher who will share pertinent information with relevant teacher-colleagues who work with your child.
7. Please bring this booking information with you to the Parent/Teacher Meeting on **Thursday, October, 5th**.

If you require assistance, please call the school office at 250- 598-4589.