

Fall 2019 Parent-Teacher Conferences
ONLINE REGISTRATION AND SCHEDULING

Dear Parents of High School Students,

We are pleased to announce that WBHS will again be utilizing an online management system for the purposes of scheduling Fall Parent-Teacher Conferences. This system allows parents to personally schedule conference dates and times for their high school child(ren).

Important Dates:

Beginning Now - Register for an account on the Schoolsoft website

October 28th – Start scheduling your conferences at 6:00 a.m.

November 11th – Closes for bookings at noon

November 12th – 3:30 p.m. to 7:30 p.m. - Parent-Teacher Conferences (teacher dinner break 5:15 PM-6:00 p.m.)

November 15th – 11:15 a.m. to 2:05 p.m. - Parent-Teacher Conferences

Although the site is not yet open for scheduling conferences, **we strongly recommend that parents go onto the site now and register for an account.** After an account is configured, users will receive an email when the system opens prompting them to book an appointment.

The Conference Manager opens to all parents for booking appointments on October 28 at 6:00 am and will remain open until November 11th at noon **All Parent-Teacher conferences are limited to five minutes and parents are asked to allow a five-minute travel interval between conference times.** Please follow the steps below to book your parent-teacher conferences:

Step 1 – Go to wbsd.schoolsoft.com and create an account for yourself.* (Click on Register Now) This will take less than a minute but is a necessary step for scheduling your child's conferences.

*If you created an account as a WBHS parent last year, simply login with your email address and password. If you have forgotten your password, click the "forgot my password" and it will be emailed to you.

Parent-Teacher Conference Scheduling

Documentation

West Bloomfield School District

conference manager
Powered by SchoolSoft

Welcome to

Conference Manager

To book a conference, you must be a registered user.
Please enter your email address and password.

To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.com" to your Address Book.

LOGIN

EMAIL ADDRESS

PASSWORD

PARENT LOGIN

[Forgot your password?](#)

NOT REGISTERED?

Create a parent account by registering now

REGISTER NOW

Step 2: Fill out the registration information and click submit.

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Registration

Please enter the required information below:

PARENT/GUARDIAN INFORMATION

First Name

Last Name

Daytime Phone

Email Address

Confirm Email Address

Password

Confirm Password

Passwords are case sensitive and must be at least 6 characters in length.
To ensure that you receive emails from the Conference Manager, we recommend adding "appointments@schoolsoft.com" to your Address Book.

STUDENT INFORMATION

STUDENT 1

First Name

Last Name

School -- Select a School --

STUDENT 2

First Name

Last Name

School -- Select a School --

STUDENT 3

First Name

Last Name

School -- Select a School --

STUDENT 4

First Name

Last Name

School -- Select a School --

ADD ANOTHER STUDENT

Terms and Conditions

This service is provided by SchoolSoft Technologies Inc. (SchoolSoft). Your use of the SchoolSoft system is voluntary. If you are uncomfortable with, or unable to use our online system, you should contact the school to determine alternate ways of scheduling.

I have read and accept the Terms and Conditions.

☐ YES ☐ NO

SUBMIT CLEAR

Step 3 – Book your Parent-Teacher Conferences beginning Monday, October 28 at 6:00 a.m.

Select the date you want to book an appointment and then select all the teachers with whom you wish to meet. You will see each teacher's schedule. **Remember to allow 5 minutes of passing time between each conference.**

Please note that conference times will be scheduled as follows on **Tuesday, November 12:**

3:30-5:30 p.m. - Conferences

5:15-6:00 p.m. - Teacher Dinner Break

6:00-7:30 p.m. - Conferences

Please note that conference times will be scheduled as follows on **Friday, November 15:**

11:15 a.m. - 2:05 p.m. - Conferences

After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, or cancel and reschedule appointments.

Step 4 – Email confirmation and reminder emails

Once appointments are booked, you will receive a confirmation email from appointments@schoolsoft.com. Adding this email address to your address book in your email application will help ensure it overrides any spam filters. You will also receive an email reminder before your conference to confirm your upcoming appointment.

If all times are booked, please contact your child's teacher directly for an agreed-upon conference time. Additionally, we recommend adding appointments@schoolsoft.com to your address book so that the confirmation and reminder emails do not get tagged as junk mail.

If you have any questions or need assistance, contact WBHS and ask for Julie Abeska in the iCenter.