


**MyConferenceTime - Sign-Up Directions** – Sign up for one teacher at a time (Option 1) or multiple teachers for multiple children at one time (Option 2).

To access the conference sign-up page, type in or copy and paste this URL into your browser:


**<http://www.myconferencetime.com/gilbert>**

Click on the folder for your student's school.


## Conference Schedules

 Select the conference schedule you wish to view


 **Register for Multiple Conferences**

 **Gilbert Elementary School (PreSchool – 2nd)**


22 schedules found

 **Gilbert Intermediate School (3rd – 5th)**

24 schedules found

 **Gilbert Middle School (6th – 8th)**

27 schedules found































 **Gilbert High School (9th – 12th)**

34 schedules found

A list of teachers for that school will display.

### **OPTION 1: Sign Up for One Teacher's Conference at One Time for One Child:**

1. Click on the teacher's name.
2. The teacher's schedule will appear.

Mon, Mar 9, 2015	Thu, Mar 12, 2015
 Add Conference  Duplicate Day  Edit Date  Delete Day  Lock Day	 Add Conference  Duplicate Day  Edit Date  Delete Day  Lock Day
4:30 PM – 4:45 PM  1 available/1 total  Sign Up	4:30 PM – 4:45 PM  1 available/1 total  Sign Up
4:45 PM – 5:00 PM  1 available/1 total  Sign Up	4:45 PM – 5:00 PM  1 available/1 total  Sign Up
5:00 PM – 5:15 PM  1 available/1 total  Sign Up	5:00 PM – 5:15 PM  1 available/1 total  Sign Up
5:15 PM – 5:30 PM  1 available/1 total  Sign Up	5:15 PM – 5:30 PM  1 available/1 total  Sign Up
5:30 PM – 5:45 PM  1 available/1 total  Sign Up	5:30 PM – 5:45 PM  1 available/1 total  Sign Up

**Time slots available for sign-up are in bold.** Time slots that are not available are grayed-out.

3. Select a time slot by clicking the words "Sign Up" under the time listed.
4. A registration page will appear. Please complete all of the information marked as required and click "Sign Up for Your Conference" at the bottom of the page.

## Conference Sign Up

 Please enter your information to register for:

### Elementary Conferences– Spring 2015

Conference With: Soma Grade 2 ([somaa@gilbert.k12.ia.us](mailto:somaa@gilbert.k12.ia.us))

Conference Date: Monday, March 9, 2015

Conference Time: 4:30 PM – 4:45 PM

Conferences are scheduled back to back so please be there at your designated time!

Student's First Name

*(required)*

Student's Last Name

*(required)*

**Sign Up for Your Conference**

5. A Registration Complete! Page will display. This confirms your conference has been scheduled. You should also receive a confirmation email. Save this email in case you need to change or cancel your conference. You may want to print the page and/or add to your Outlook or Google calendar by clicking on the calendar buttons.

## Registration Complete!

 Below is the information we have regarding your conference.

Please bookmark or print this page for your records.

**Stanley Greenfield**  Add to Outlook  Google Calendar  Edit/Delete

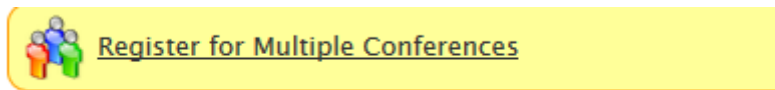
6. To Change or Cancel a scheduled conference, follow the links and instructions provided in your confirmation email as shown below:

You can cancel your registration prior to 12:00 AM, Friday, March 6, 2015. [View details about the conference or cancel your registration.](#)

If you need to change the date/time of your conference, first [cancel](#) your existing registration and then [sign up](#) for the desired time.

## OPTION 2: Sign Up for Multiple Teachers' Conferences AND for More than One Child at One Time:

1. Click on "Register for Multiple Conferences" link:



2. Indicate the number of children you will be registering and click on the Continue button:

Number of students who will be registering: 1 ▼

Continue

3. Type in the 1<sup>st</sup> student's name, your name and your email address. It's very important that your email address be entered so that you can cancel a conference if you need to do so later on. Click Continue at the bottom of the screen to enter the next student's name.
4. Type in the 2<sup>nd</sup> student's name. The other required information will auto fill. Click Continue at the bottom of the screen to enter the next student's name or complete the registration process
5. A listing of conference schedules appears.
  - Skjerping Grade 1 - Elementary Conferences- Spring 2015
  - Sniezek Grade 2 - Elementary Conferences- Spring 2015
  - Soma Grade 2 - Elementary Conferences- Spring 2015
  - Staff Grade 2 - Elementary Conferences- Spring 2015
6. Check the boxes for the teachers you want to schedule. Then click on "Find Schedules with Common Dates."

Find Schedules with Common Dates

7. Select the names and times for the correct teacher for the date you chose.

Skjerping Grade 1 Elementary Conferences- Spring 2015 Mon, Mar 09, 2015	Soma Grade 2 Elementary Conferences- Spring 2015 Mon, Mar 09, 2015
4:30 PM – 4:45 PM 0 Available Stanley Sierra	4:30 PM – 4:45 PM 1 Available <input type="checkbox"/> Stanley <input type="checkbox"/> Sierra
4:45 PM – 5:00 PM 1 Available <input type="checkbox"/> Stanley <input checked="" type="checkbox"/> Sierra	4:45 PM – 5:00 PM 1 Available <input checked="" type="checkbox"/> Stanley <input type="checkbox"/> Sierra
5:00 PM – 5:15 PM 1 Available <input type="checkbox"/> Stanley <input type="checkbox"/> Sierra	5:00 PM – 5:15 PM 1 Available <input type="checkbox"/> Stanley <input type="checkbox"/> Sierra
5:15 PM – 5:30 PM 1 Available <input type="checkbox"/> Stanley <input type="checkbox"/> Sierra	5:15 PM – 5:30 PM 0 Available Stanley Sierra


8. Click on the “Sign Up for Selected Conferences” button on the bottom of the page.


Sign Up for Selected Conferences

**VERY IMPORTANT!** Make sure you complete this step. If you don't and move to a different day, conferences you selected for the first day will not save and you will not be signed up for them.

9. You will receive confirmations on the screen.

[Gilbert CSD Staff List](#) : [Sign Up More](#) : [Compare Schedules](#)

 Sierra Gordon is registered for a conference.  
**Elementary Conferences- Spring 2015**  
Conference With: Skjerping Grade 1 ([skjerpinge@gilbert.k12.ia.us](mailto:skjerpinge@gilbert.k12.ia.us))  
Conference Date: Monday, March 9, 2015  
Conference Time: 4:45 PM – 5:00 PM  
Conferences are scheduled back to back so please be there at your designated time!

 Stanley Gordon is registered for a conference.  
**Elementary Conferences- Spring 2015**  
Conference With: Soma Grade 2 ([somaa@gilbert.k12.ia.us](mailto:somaa@gilbert.k12.ia.us))  
Conference Date: Monday, March 9, 2015  
Conference Time: 4:45 PM – 5:00 PM  
Conferences are scheduled back to back so please be there at your designated time!

10. You will also receive confirmation emails.

11. To Change or Cancel a scheduled conference, follow the links and instructions provided in your confirmation email as shown below:

You can cancel your registration prior to 12:00 AM, Friday, March 6, 2015. [View details about the conference or cancel your registration.](#)

If you need to change the date/time of your conference, first [cancel](#) your existing registration and then [sign up](#) for the desired time.

**For Questions or Assistance, please contact Vicky Strom at [stromv@gilbert.k12.ia.us](mailto:stromv@gilbert.k12.ia.us) or 515-232-3740.**

**THANK YOU FOR YOUR TIME!**

**We look forward to productive parent teacher conferences.**