

## 3-Way Conference Scheduling - Tutorial for Signup.com

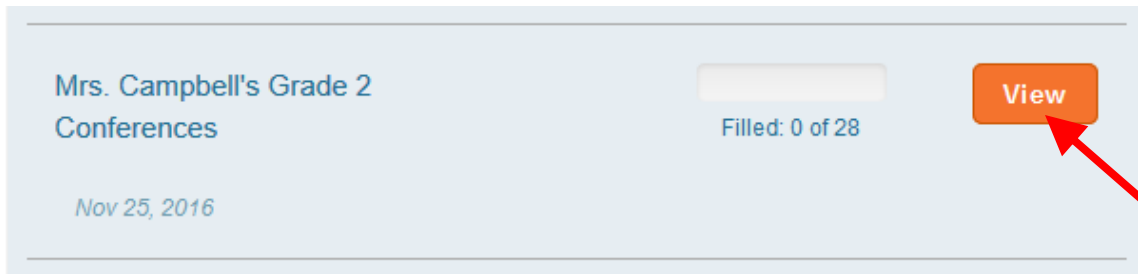
Step 1. Visit the Regina Huda School March Conference Signup Page.

<http://signup.com/go/xnCsYsq>

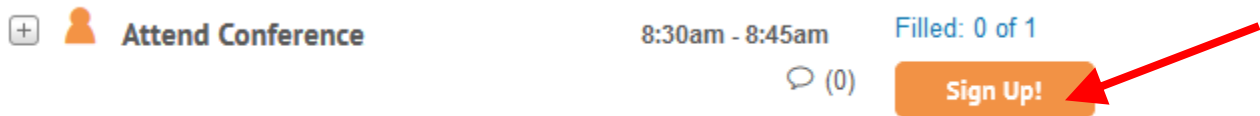
Step 2. Scroll down the list and locate your child's teacher.

SignUps	% Filled	
Mrs. Smith's AM Pre-K Conferences <i>Nov 25, 2016</i>	<input type="text"/> Filled: 0 of 14	<a href="#">View</a>
Mrs. Corbin's PM Pre-K Conferences <i>Nov 25, 2016</i>	<input type="text"/> Filled: 0 of 12	<a href="#">View</a>
Mrs. Kilback's AM KG Conferences <i>Nov 25, 2016</i>	<input type="text"/> Filled: 0 of 19	<a href="#">View</a>
Mrs. Haggard's PM KG Conferences <i>Nov 25, 2016</i>	<input type="text"/> Filled: 0 of 17	<a href="#">View</a>

Step 3. Click on the **View** button to access the schedule of available time slots for that classroom teacher.



Step 4. Find a conference time slot that works for you and click on the **Sign Up!** button.



Step 5. Input your email address, and click the **Next** button.

**Email**

**Confirm Your Email**

Step 6. Fill in the required information and click  button.

Email test@gmail.com

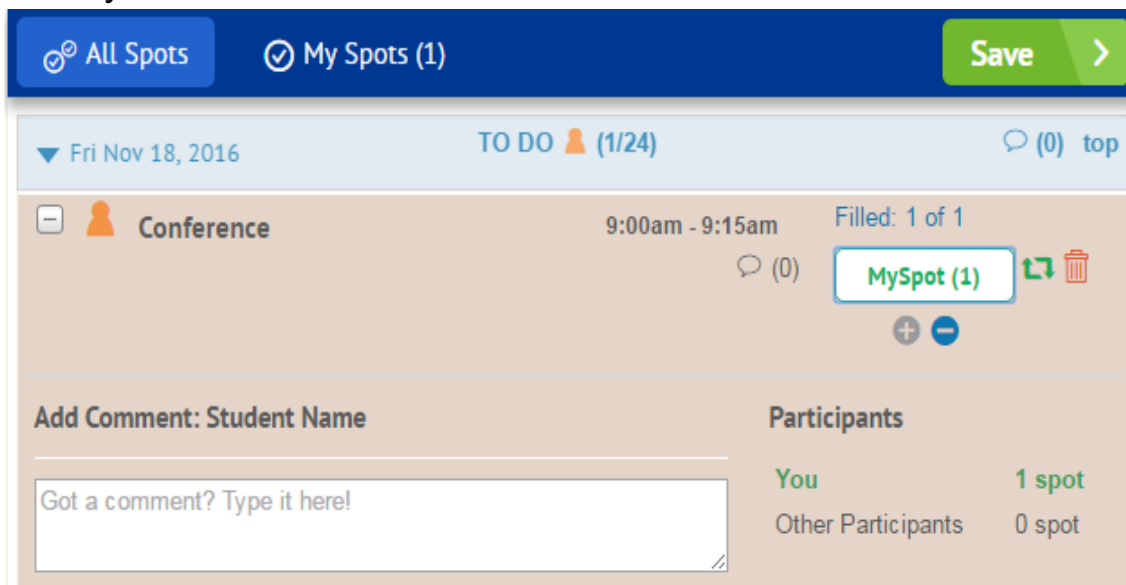
Name \*

Phone \*

Student's Name \*

Step 7. Confirm your time slot is the one you selected. If you want, you can add a comment for the teacher to see prior to conference.

Once you've checked the details, click the save button.



The screenshot shows a web interface for managing a conference. At the top, there are two tabs: 'All Spots' and 'My Spots (1)'. A green 'Save' button with a right-pointing arrow is highlighted by a red arrow. Below the tabs, the date 'Fri Nov 18, 2016' and 'TO DO (1/24)' are displayed. The main content area shows a 'Conference' event with a time slot of '9:00am - 9:15am' and 'Filled: 1 of 1'. A 'MySpot (1)' button is visible, along with a trash icon and a refresh icon. Below the event details, there is a section for 'Add Comment: Student Name' with a text input field containing the placeholder text 'Got a comment? Type it here!'. To the right, a 'Participants' table shows 'You' with '1 spot' and 'Other Participants' with '0 spot'.

Participants	
You	1 spot
Other Participants	0 spot

Step 8. Wait for the confirmation page to load. It will look like this.

Thank you for signing up

## Your Spots



Add all assignments to:  
Outlook | iCal



Print  
all spots

Fri. Nov 18, 2016  
Conference

9:00 am - 9:15 am

Google calendar | Cozi calendar

Update My Spots

## Changes

If you need to change an appointment because you made a mistake or something came up, select the time slot you previously chose and then click on the [sign in to comment](#) link in the bottom left.

▼ Wed Nov 16, 2016 TO DO (1/3) (0) top

Conference 3:45pm - 4:00pm Filled: 1 of 1  
(0) FULL

Sign in to comment Participants  
Other Participants 1 spot

You will then be able to delete your booking, and choose another time slot.

Conference 3:45pm - 4:00pm Filled: 1 of 1  
(0) MySpot (1) [trash icon]

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