



## A Parent's Guide to Signing Up for Conferences

This year we will be using an online process for signing up for conferences. Please use the QR code provided to access the conference booking page. You can also access Conference Sign-ups through <https://edge.salkeiz.k12.or.us/>



### Step 1: Select the teacher's name

**You must select your student's teacher.** Once you select the teacher's name, their availability will show below their name. Please note: Names are not alphabetical. We tried 😞

Select staff (optional)

### Step 2: Select the date and time

Conferences are in 10-minute increments. Only available times will show. If no times are available, please contact the teacher to find another time to conference.

< > October 2020									
Su	Mo	Tu	We	Th	Fr	Sa			
				1	2	3			
4	5	6	7	8	9	10	1:30 pm	1:40 pm	1:50 pm
11	12	13	14	15	16	17	2:00 pm	2:10 pm	2:20 pm
18	19	20	21	22	23	24	2:30 pm	2:40 pm	2:50 pm
25	26	27	28	29	30	31	3:00 pm	3:10 pm	3:20 pm

### Step 3: Enter your information

Please type your full name, email address, and student's full name in the text boxes. Additional information is optional. If you have the class name and period number, please enter it.

### Step 4: Book

Once you click  , you will receive an email confirmation and a link to the conference. Please keep these emails. A reminder email will also be sent the day before the conference. If you have other conferences to book, select  and repeat the process. If you have finished scheduling, you can close the window.