Takhini Elementary School

**Student Led Conferences**

**Online Booking:** [**http://takhini.schoolappointments.com**](http://takhini.schoolappointments.com)

**\*\*If you do not have a computer/internet access, or experience difficulty, please call the school office at 667-3625 and Michele Cross, will assist you.**

**Parent Registration: Go to** [**http://takhini.schoolappointments.com**](http://takhini.schoolappointments.com)

1. Click on the “Register” tab and fill in the registration form to create an account. Once you have successfully registered and logged into the system you can register for a conference time. Parents can begin booking appointments November 14th @ 7:00 am up until November 20th @ 3:00 pm.

**To Book Appointments:**

1. Select Teachers - click on the “Appointments” button beside the student’s name. You will then go to a page where you can select the teachers with whom you wish to meet. Multiple teachers can be selected by using the “Ctrl” key on a PC keyboard or the “Command” key on a Macintosh keyboard.

**Teacher Appointment Calendars:**

1. Parents are shown the calendars of the selected teachers. It also shows appointment times that are unavailable for booking. Parents can select appointment times by simply clicking the check boxes or by clicking in the time block beside the check box. Once an appointment time has been selected it will change to green. It is not possible for parents to select more than one appointment at the same time or to select more than one appointment with the same teacher. JavaScript enabled browsers are required for validation on the screen.

**Appointments Booked Successfully**

1. Once the appointments are booked, the screen will display the list of appointments for the student. When the parent clicks on the “Return to Home Page” button, they will return to the home page with their students and their appointments listed. They can book additional appointments, or they can book appointments for another student.

**Parents with More Than One Student**

1. If a parent has more than one student at the school, the teacher appointment calendars will have an additional feature displayed when the second (or third, etc.) student bookings are made. If a sibling has an appointment booked, the student’s name will be displayed for a parent, thus making it easier to book adjacent appointments.

**Printing Parent Appointment Schedule**

1. From the home page it is possible for you to generate a PDF document with the list of your appointments. By clicking on the “Print Appointments” button, a window will pop-up asking the parent what they wish to do with the document. In Internet Explorer, it is recommended that people click the “Save” button, save the file and then click “Open” to view the file. Internet Explorer sometimes has a problem downloading and opening PDF documents that are generated from web sites.

**Parent Schedule PDF: Click “Open” after the download is complete to view the PDF.**

1. The generated PDF will list the appointment times, the student and the teacher with whom the appointment is booked.