

# PT Conference Booking Instructions



Conference slots are 10 minutes



Parents should only book with a teacher for 1 time slot. If more time is needed, please connect with the teacher to schedule.



Parents will receive an email confirmation after booking appointment.



Reminder emails will be sent 1 day prior to the appointment.



Bookings will be unavailable 24 hours prior to the start of the PT Conference

1) Click on the link below

<https://outlook.office365.com/owa/calendar/CambieParentTeacher@sd38.bc.ca/bookings/s/j6nZc9jUHE6v9wJkOAGQmQ2>

2) Select a teacher

NOT OPTIONAL

 **SELECT STAFF** ~~OPTIONAL~~

Anyone 

Use this drop-down to select the teacher.

3) Select your date and time

**DATE** **TIME**

< > November 2024

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2:00 PM	2:10 PM	2:20 PM
2:30 PM	2:40 PM	2:50 PM
3:00 PM	3:10 PM	3:20 PM
3:30 PM	3:40 PM	3:50 PM
6:00 PM	6:10 PM	6:20 PM

4) Enter your contact information

## ADD YOUR DETAILS

First and last name \*  
First and last name

Email \*  
Email

Phone number \*  
Add your phone number

Parent Contact Information

Enter your child's name

## PROVIDE ADDITIONAL INFORMATION

Student's Name  
Add your answer here

Click to submit your booking

Book

- 5) After booking your appointment, you will receive a confirmation email with the details shown here. If you need to reschedule or cancel an appointment, please use the 'reschedule' button at the bottom of the email.
- You will not be permitted to reschedule an appointment within 24 hours of the start of appointments.

**Bookings details**

Service Name	<b>2024 Fall Parent Teacher Conferences</b>
With	<b>Mr. Ngo (Room: Office)</b>
When	<b>Wednesday, November 27, 2024</b> <b>2:10 p.m. - 2:20 p.m.</b> <small>(UTC-08:00) Pacific Time (US &amp; Canada)</small>

[Reschedule](#)