

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/booking/s/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**

< > May 2025

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	31

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

⌚ All times are in (UTC-08:00) Pacific Time (US & Canada)

4) Enter your contact information

ADD YOUR DETAILS

First and last name *

First and last name

Email *

Email

Phone number *

Add your phone number

PROVIDE ADDITIONAL INFORMATION

Student's Name

Add your answer here

Book

Parent Contact Information

Enter your child's name

Click to submit your booking

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

☐ **Reschedule**