

Parent–Teacher Conference Booking Guide

This guide provides step-by-step instructions for booking a Parent–Teacher Conference appointment online. Please read all steps carefully before booking your appointment.

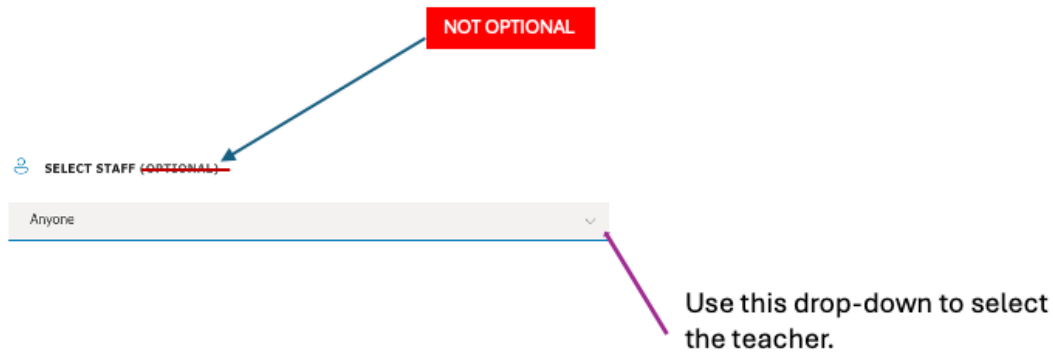
Step 1: Open the Booking Link

- Click or paste the following link into your web browser:

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

Step 2: Select a Teacher (Required)

- Use the teacher drop-down menu to select the teacher you wish to book.
- You **must** select a teacher to proceed.



Step 3: Choose a Date and Time

- Available dates and times will appear once a teacher is selected.
- Click on your preferred time slot.

Step 4: Enter Student and Parent Information

Please enter the following information accurately:

- Student's usual name
- Parent/guardian contact information (email address and any required fields)

The image shows a two-step booking form. The first section, 'ADD YOUR DETAILS', contains three input fields: 'First and last name *', 'Email *', and 'Phone number *'. The second section, 'PROVIDE ADDITIONAL INFORMATION', contains one input field: 'Student's Name'. A blue 'Book' button is located at the bottom of the form. Annotations with purple arrows point to the 'Email *' field (labeled 'Parent Contact Information'), the 'Student's Name' field (labeled 'Enter your child's name'), and the 'Book' button (labeled 'Click to submit your booking'). The 'Book' button is also circled in red.

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

Step 5: Submit Your Booking

- Review your information carefully.
- Click the "Submit" button to confirm your appointment.

After You Book

- A confirmation email will be sent to you with your appointment details.
- Use the "Reschedule" or "Cancel" button at the bottom of the email if changes are needed.
- Please note: Appointments cannot be rescheduled within 24 hours of the conference start time.

If you experience technical difficulties or require assistance, please contact the school office.