

# Parent-Teacher Conference Registration

SOCS created a hassle-free way to manage parent-teacher conference registration.

With simple set up steps, teachers can set their own schedule, and parents can go to your website and sign up quickly and easily.

## Global Administrator manages setup

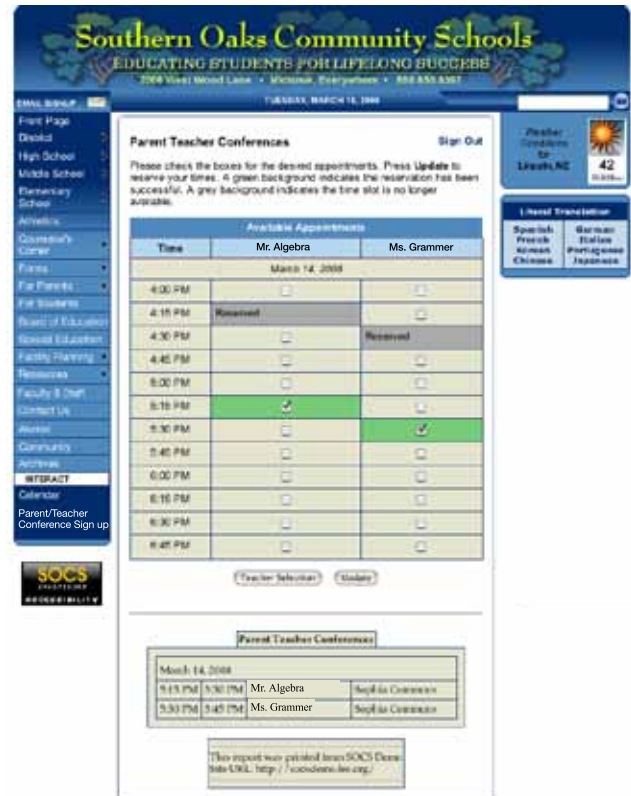
- Add school information and class schedules
- Set default dates, schedule times and length of appointments for all teachers
- Ability to add/edit/delete teachers
- Enter a registration deadline
- Print a conference schedule for each teacher by date and time

## Teachers manage appointments

- Ability to change password
- Select dates and times when unavailable for conferences
- Print a conference schedule by date and time

## Parents manage their own account

- Ability to change password
- Register by student(s)'s first and last name(s)
- Select as many teachers necessary
- Select dates and times by teacher availability
- Ability to print out a report with a listing of all conference dates, times, and student(s) name(s)
- Email appointment reminder is sent to parents



With SOCS Parent Teacher Conference Registration, parents can easily see what times teachers are available.

Gray shaded boxes indicate reserved times, and can either show a registered student's name or just say "Reserved"—you decide.

Once parents have updated their selection, they will see an itemized list of dates and times that can be printed for future reference.