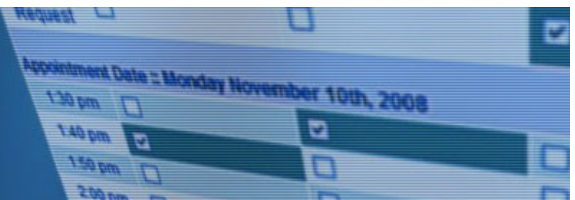


SchoolAppointments.com

Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



School Appointments – Parent Instructions

1. Go to our school appointments website: <https://banff.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click the "**Insert New**" button to add more children.
4. Click "**Book Appointments**" beside each child's name to schedule appointments.
5. Select the teacher you wish to book an appointment with. Select the meeting type (Virtual or In-Person) and then click "**View Calendars**".
6. Click on available time slots to make a booking.