



FACT SHEET

ONLINE PARENT-TEACHER CONFERENCE BOOKINGS

1. Accessing the site

Go to the school's website www.mitchamgirlshs.sa.edu.au
Click on [Book your Parent-Teacher Conference](#)

or

Click on the following link www.mitchamgirlshs.sa.edu.au/conferences/.

2. To Register

The screenshot shows a registration form titled "Parent-Teacher Conferences". It contains four input fields: "Parent's First Name" with the value "John", "Parent's Last Name" with the value "Citizen", "Email" with the value "john@bigpond.com.au", and "PIN" with four dots. Below the PIN field is a note: "Please choose a 4-digit code that you will remember, in case you wish to return and update your conference schedule." A blue "Start Scheduling" button is located at the bottom right of the form area.

All users need to enter the information in the first four fields on the screen. Please note that even if you have used the online booking system in previous years, you will need to register again to enable you to logon.

- Enter **Parent's First Name** in the field provided
- Enter **Parent's Last Name** in the field provided
- Enter an **Email** address
- Enter a **PIN** (of your choice)
- Click on **Start Scheduling**

If you have forgotten your login details please email daila.smits755@schools.sa.edu.au to avoid re-registering and making multiple appointments with the same teacher.

3. Re Entering the Site After Registration

Parent-Teacher Conferences

Parent's First Name

Parent's Last Name

Email

PIN

Please choose a 4-digit code that you will remember, in case you wish to return and update your conference schedule.

[Start Scheduling](#)

If you have previously scheduled conferences, you can use your email and PIN to continue:

Email

PIN

[Continue Scheduling](#)

If you have previously registered an email address and PIN for this reporting period, you can re-enter the site and see current details about the conferences you have scheduled. Please note that even if you used the online booking system in previous years, you will still need to register as a first-time user prior to using the system.

- Enter previously entered **Email** address
- Enter previously set **PIN**
- Click on [Continue Scheduling](#)

If you have forgotten your login details, please contact the school to avoid re registering and making multiple appointments with the same teacher.

4. Registering a Student

Parent-Teacher Conferences

[★ Bookmark this link to return later](#) [👍 I am finished scheduling conferences](#)

Enter the name of the student and click Add Student. You must add at least one student before scheduling a conference.

Student

Add Student

First name

Last name

Care group

[Add Student](#)

You need to register a student before you can start scheduling appointments.

- Enter the student's **First Name**
- The **Last Name** field will be automatically populated with the Parent's Last Name. This can be edited if the student has a different last name.
- Enter the Student's **Care Group**
- Click on **Add Student**

5. Registering Additional Students

The screenshot shows a web interface titled "Parent-Teacher Conferences". At the top, there are two buttons: "Bookmark this link to return later" and "I am finished scheduling conferences". Below these is a instruction: "Choose a staff member, then choose a student and click on a timeslot to schedule a conference for that time." The main form area contains the following fields:

- Staff Member:** A dropdown menu with "Elliott, Mr Mike" selected.
- Conference Location:** A text field with "Library" entered.
- Student:** Two radio button options: "Jane Citizen" (selected) and "Esther Citizen".
- Add Student:** A section with three text input fields:
 - First name:** "Phoebe"
 - Last name:** "Citizen"
 - Care group:** "8:05"
- Add Student:** A blue button at the bottom right of the form.

Once you have entered one of your daughters in the previous screen, you can add additional students to your Conference Bookings on the next screen.

- Enter the student's **First Name**
- The **Last Name** field will be automatically populated with the Parent's Last Name. This can be edited if the student has a different last name.
- Enter the Student's **Care Group**
- Click on **Add Student**

Continue this process until all of your daughters have been added. All students added will appear at the top portion of the screen next to the label Student.

6. Scheduling Parent-Teacher Conferences

Parent-Teacher Conferences

★ Bookmark this link to return later 👍 I am finished scheduling conferences

Choose a staff member, then choose a student and click on a timeslot to schedule a conference for that time.

Staff Member	Sims, Tony
Conference Location	Administration Building
Student	<input checked="" type="radio"/> Jane Citizen <input type="radio"/> Esther Citizen <input type="radio"/> Phoebe Citizen

Select the **Staff Member**'s name who you would like to have a conference with from the drop-down menu.

Make sure you click outside the Staff Member Drop-Down Menu before scrolling down or you will change the selected teacher. The location that the teacher will be in on the day will update.

Select the **Student** the Parent-Teacher Conference relates to.

Sims, Tony	
Wednesday 9 May - Administration Building	
03:00 PM	Book Conference
03:10 PM	Book Conference
03:20 PM	Book Conference
03:30 PM	
03:40 PM	Book Conference
03:50 PM	Book Conference
04:00 PM	
04:10 PM	Book Conference
04:20 PM	
04:30 PM	Book Conference
04:40 PM	Book Conference
04:50 PM	
05:00 PM	

Scroll down to get to the selected Teacher's schedule.

The greyed-out sections are where the teacher is unavailable or already has a conference scheduled with another student.

Click on **Book Conference** at the timeslot which suits you.

The student name who you have booked the conference with will appear in the Teacher Schedule.

Arnold, Ms Meredith	
Wednesday 9 May - Library	
03:00 PM	Book Conference
03:10 PM	Book Conference
03:20 PM	Book Conference
03:30 PM	Book Conference
03:40 PM	Jane Citizen Unschedule
03:50 PM	Book Conference
04:00 PM	Book Conference

To select more conferences, follow the process again by doing the following:

- Select the **Staff Member's** name who you would like to have a conference with from the drop-down menu making sure to click outside the Staff Member Drop Down Menu before scrolling down or you will change the selected teacher.
- Select the **Student** who the Parent-Teacher Conference relates to.
- Scroll down to get to that Teacher's schedule.
- Click on **Book Conference** at the timeslot which suits you.

Repeat this until all the Parent-Teacher Conferences you require for all of your daughters have been scheduled.

Please Note: Parent-teacher Conference booking times run across 2 days. To ensure your times are scheduled on your preferred day double check your booking times before you log out.

If you wish to change or remove an appointment time, go to the top of the screen where your conference times are outlined and click on "Unschedule". To reschedule an appointment time, continue as above.

7. Printing the Conference Schedule

Parent-Teacher Conferences

★ Bookmark this link to return later 👍 I am finished scheduling conferences

Your Conferences [Print Schedule](#)

Date	Time	Location	Teacher	Student	
09 May 2018	03:10 PM	Administration Building	Ms Summer Bowles	Esther Citizen	Unschedule
09 May 2018	03:30 PM	Administration Building	Tony Sims	Jane Citizen	Unschedule
09 May 2018	03:40 PM	Library	Ms Meredith Arnold	Jane Citizen	Unschedule
09 May 2018	04:00 PM	Library	Mr Mike Elliott	Jane Citizen	Unschedule
09 May 2018	04:10 PM	Library	Ms Meredith Arnold	Esther Citizen	Unschedule

Choose a staff member, then choose a student and click on a timeslot to schedule a conference for that time.

Staff Member

Conference Location Administration Building

Student

Jane Citizen

Esther Citizen

All scheduled appointments appear at the top of the screen.

Once you complete your bookings, print your schedule and bring this with you as this will ensure you know the details of your appointment times and teacher locations.

To print this list, click on [Print Schedule](#)

8. Ending the Scheduling Session

To end the session, click on [I am finished scheduling conferences](#) at the top of the screen

Remember you can log on again using your email and PIN to continue to make appointments or check details.

9. Problems

If you have any problems scheduling Parent-Teacher Conferences, please contact the school on 8272 8233 and speak to Daila Smits.

10. Teacher Information

Last Name	First Name	Subject Area(s)	Email Address
ARNOLD	Meredith	Art / Design / Photography	meredith.kokcinar700@schools.sa.edu.au
BAMFORD	Caroline	English	caroline.bamford882@schools.sa.edu.au
BOWLES	Summer		summer.bowles197@schools.sa.edu.au
BROOKS	Simon	Digital Technologies / STEM	simon.brooks378@schools.sa.edu.au
CARMAN	Vashti	English / Dance	vashti.carman693@schools.sa.edu.au
CLARKE	Sharyn	English / Geography	sharyn.clarke405@schools.sa.edu.au
COLE	Vanessa	Mathematics	vanessa.cole760@schools.sa.edu.au
CONNELLY	Chris	Art / Geography / Design	christine.connelly620@schools.sa.edu.au
COOK	Alan	Music	alan.cook421@schools.sa.edu.au
CORNISH	Jade	English	jade.cornish770@schools.sa.edu.au
CULLEN	Anna	Science / Biology / Psychology	annabel.cullen848@schools.sa.edu.au
DODD	Deborah	Mathematics / PLP	deborah.dodd920@schools.sa.edu.au
ELLIOTT	Mike	Science / Physics / Mathematics	mike.elliott983@schools.sa.edu.au
FINOS *	Michael	PE / Health	michael.finos887@schools.sa.edu.au
FOX	Chloe	French	chloe.fox285@schools.sa.edu.au
GLADSTONE	Scott	Physical Education / Health	scott.gladstone895@schools.sa.edu.au
GRAY	Sarah	Food and Hosp / D&T Food / Textiles	sarah.gray593@schools.sa.edu.au
HALLS	Emily	Science / Biology / Maths	emily.halls437@schools.sa.edu.au
HARRY	Rae	Personal Development / English	rae.harry12@schools.sa.edu.au
HENSON	Stephanie	Health / PE / Personal Development	stephanie.henson519@schools.sa.edu.au
HOWLETT	Sue	History / French / Classical Studies	sue.howlett284@schools.sa.edu.au
HSU	Melissa	History / Geography	melissa.hsu749@schools.sa.edu.au
JONES	Antoinette		antoinette.jones895@schools.sa.edu.au
JORDAN	Kerry	English / History	kerry.jordan951@schools.sa.edu.au
MARUSSINSZKY	Helen	Psychology / Science / Biology	helen.marussinszky379@schools.sa.edu.au
OLIFENT	Jill	Research Project / VET	jill.olifent705@schools.sa.edu.au
OZOLINS *	Zinta	Geography / English	zinta.ozolins995@schools.sa.edu.au
POTOCZKY	Renata	Business and Enterprise / IPP / History	renata.potoczky703@schools.sa.edu.au
RALPH	Kate	Drama / English	kate.ralph740@schools.sa.edu.au
ROGERS	Liz	Science / Mathematics	elizabeth.rogers438@schools.sa.edu.au
RUBINO	Taylor	English / HASS	taylor.rubino186@schools.sa.edu.au
SHAW	Lee	Food and Hospitality / Fashion Design / Design and Technologies – Food and Fibre	lee.shaw319@schools.sa.edu.au
SIMS	Tony	Mathematics	tony.sims153@schools.sa.edu.au
SWAN	Judy	Dance	judy.swan833@schools.sa.edu.au
THOMAS	Dana	English / Research Project	dana.thomas213@schools.sa.edu.au
TOMLIAN	Colleen	English / Women's Studies	colleen.tomlian649@schools.sa.edu.au
VAUDO	Cristina	Italian / English	cristina.vaudo219@schools.sa.edu.au
WHITEHORN	Mark	Mathematics	mark.whitehorn662@schools.sa.edu.au
WISE	Paul	Science / Mathematics / Chemistry	paul.wise827@schools.sa.edu.au
WRIGHT	Kat	Mathematics	katherine.wright182@schools.sa.edu.au
ZIESING	John	Digital Tech / Photography / PLP	john.ziesing513@schools.sa.edu.au

* On Long Service Leave for Term 2