



# FACT SHEET

## ONLINE PARENT-TEACHER CONFERENCE BOOKINGS

### 1. Accessing the site

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

or

Click on the following link [www.mitchamgirlshs.sa.edu.au/conferences/](http://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](mailto: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](#)

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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 is divided into several sections. The "Staff Member" section has a dropdown menu with "Elliott, Mr Mike" selected. The "Conference Location" section has a text field with "Library". The "Student" section has two radio buttons: "Jane Citizen" (selected) and "Esther Citizen". Below this is the "Add Student" section, which contains three text input fields: "First name" with "Phoebe", "Last name" with "Citizen", and "Care group" with "8:05". A blue "Add Student" button is located at the bottom right of the form area.

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.

<b>Staff Member</b>	Sims, Tony
<b>Conference Location</b>	Administration Building
<b>Student</b>	<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 <a href="#">Unschedule</a>
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 two 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	<a href="#">Unschedule</a>
09 May 2018	03:30 PM	Administration Building	Tony Sims	Jane Citizen	<a href="#">Unschedule</a>
09 May 2018	03:40 PM	Library	Ms Meredith Arnold	Jane Citizen	<a href="#">Unschedule</a>
09 May 2018	04:00 PM	Library	Mr Mike Elliott	Jane Citizen	<a href="#">Unschedule</a>
09 May 2018	04:10 PM	Library	Ms Meredith Arnold	Esther Citizen	<a href="#">Unschedule</a>

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
ANTONIO	Damian	Physics / Science	<a href="mailto:damian.antonio765@schools.sa.edu.au">damian.antonio765@schools.sa.edu.au</a>
ARNOLD	Meredith	Art / Design	<a href="mailto:meredith.kokcinar700@schools.sa.edu.au">meredith.kokcinar700@schools.sa.edu.au</a>
BAIRD	Linda	Research Project	<a href="mailto:linda.baird885@schools.sa.edu.au">linda.baird885@schools.sa.edu.au</a>
BAMFORD	Caroline	English	<a href="mailto:caroline.bamford882@schools.sa.edu.au">caroline.bamford882@schools.sa.edu.au</a>
BENNALLACK	Jonathon	French	<a href="mailto:jonathon.bennallack761@schools.sa.edu.au">jonathon.bennallack761@schools.sa.edu.au</a>
BOWLES	Summer	PLP / Food & Textiles	<a href="mailto:summer.bowles197@schools.sa.edu.au">summer.bowles197@schools.sa.edu.au</a>
BROOKS	Simon	Design & Technology / Technologies	<a href="mailto:simon.brooks378@schools.sa.edu.au">simon.brooks378@schools.sa.edu.au</a>
CARMAN	Vashti	English	<a href="mailto:vashti.carman693@schools.sa.edu.au">vashti.carman693@schools.sa.edu.au</a>
CASEY	Kyla	English	<a href="mailto:kyla.casey836@schools.sa.edu.au">kyla.casey836@schools.sa.edu.au</a>
CHAMBERS	Sarah	English	<a href="mailto:sarah.chambers277@schools.sa.edu.au">sarah.chambers277@schools.sa.edu.au</a>
CLARKE	Sharyn	English / History / English Literary Studies	<a href="mailto:sharyn.clarke405@schools.sa.edu.au">sharyn.clarke405@schools.sa.edu.au</a>
CLARKE	Tarna	English / History / Geography	<a href="mailto:tarna.clarke512@schools.sa.edu.au">tarna.clarke512@schools.sa.edu.au</a>
COLE	Vanessa	Mathematics / Specialist Mathematics	<a href="mailto:vanessa.cole760@schools.sa.edu.au">vanessa.cole760@schools.sa.edu.au</a>
CONNELLY	Chris	Art / Geography	<a href="mailto:christine.connelly620@schools.sa.edu.au">christine.connelly620@schools.sa.edu.au</a>
CULLEN	Anna	Science / Biology	<a href="mailto:annabel.cullen848@schools.sa.edu.au">annabel.cullen848@schools.sa.edu.au</a>
DODD	Deborah	Mathematics / Research Project	<a href="mailto:deborah.dodd920@schools.sa.edu.au">deborah.dodd920@schools.sa.edu.au</a>
DOSPISIL	Kylie	Mathematics	<a href="mailto:kylie.dospisil55@schools.sa.edu.au">kylie.dospisil55@schools.sa.edu.au</a>
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FOX	Chloe	French	<a href="mailto:chloe.fox285@schools.sa.edu.au">chloe.fox285@schools.sa.edu.au</a>
GAGLIARDI	Romina	English / Italian	<a href="mailto:romina.gagliardi606@schools.sa.edu.au">romina.gagliardi606@schools.sa.edu.au</a>
GIACOMELLI	Marissa	Technologies / Food & Hospitality	<a href="mailto:marissa.giacomelli753@schools.sa.edu.au">marissa.giacomelli753@schools.sa.edu.au</a>
GLADSTONE	Scott	Health / PE	<a href="mailto:scott.gladstone895@schools.sa.edu.au">scott.gladstone895@schools.sa.edu.au</a>
GRAY	Sarah	Food / Technology / Child Studies	<a href="mailto:sarah.gray593@schools.sa.edu.au">sarah.gray593@schools.sa.edu.au</a>
GREENSHIELDS	Eilidh	French	<a href="mailto:eilidh.greenshields808@schools.sa.edu.au">eilidh.greenshields808@schools.sa.edu.au</a>
HARVEY	Laura	English as an Additional Language EAL	<a href="mailto:laura.harvey451@schools.sa.edu.au">laura.harvey451@schools.sa.edu.au</a>
HENSON	Stephanie	Health / PE	<a href="mailto:stephanie.henson519@schools.sa.edu.au">stephanie.henson519@schools.sa.edu.au</a>
HOWLETT	Sue	Ancient Studies / French	<a href="mailto:sue.howlett284@schools.sa.edu.au">sue.howlett284@schools.sa.edu.au</a>
HSU	Melissa	History / Geography / Tourism	<a href="mailto:melissa.hsu749@schools.sa.edu.au">melissa.hsu749@schools.sa.edu.au</a>
JEFFERY	Kara	Health / PE	<a href="mailto:kara.jeffery536@schools.sa.edu.au">kara.jeffery536@schools.sa.edu.au</a>
JORDAN	Kerry	English / Geography / History	<a href="mailto:kerry.jordan951@schools.sa.edu.au">kerry.jordan951@schools.sa.edu.au</a>
KELSH	Libby	Art	<a href="mailto:libby.kelsh169@schools.sa.edu.au">libby.kelsh169@schools.sa.edu.au</a>
KRIEGESVELT	Mieke	Dance / Geography	<a href="mailto:mieke.kriegesvelt726@schools.sa.edu.au">mieke.kriegesvelt726@schools.sa.edu.au</a>
KUTSCHKE	Ian	Health / PE	<a href="mailto:ian.kutschke967@schools.sa.edu.au">ian.kutschke967@schools.sa.edu.au</a>
LAUER	Jade	Mathematics	<a href="mailto:jade.lauer864@schools.sa.edu.au">jade.lauer864@schools.sa.edu.au</a>
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OLIFENT	Jill	Research Project / PLP	<a href="mailto:jill.olifent705@schools.sa.edu.au">jill.olifent705@schools.sa.edu.au</a>
PARSONS	Bri	Health / PE	<a href="mailto:bri.parsons446@schools.sa.edu.au">bri.parsons446@schools.sa.edu.au</a>
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POTOCZKY	Renata	Business / D Media / Photo / Geography	<a href="mailto:renata.potoczky703@schools.sa.edu.au">renata.potoczky703@schools.sa.edu.au</a>
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RALPH	Kate	Drama	<a href="mailto:kate.ralph740@schools.sa.edu.au">kate.ralph740@schools.sa.edu.au</a>
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SWAN	Judy	Dance	<a href="mailto:judy.swan833@schools.sa.edu.au">judy.swan833@schools.sa.edu.au</a>
THOMAS	Dana	English	<a href="mailto:dana.thomas213@schools.sa.edu.au">dana.thomas213@schools.sa.edu.au</a>
TILLY	James	Mathematics / Science	<a href="mailto:james.tilly669@schools.sa.edu.au">james.tilly669@schools.sa.edu.au</a>
TOMLIAN	Colleen	English / History / Women's Studies	<a href="mailto:colleen.tomlian649@schools.sa.edu.au">colleen.tomlian649@schools.sa.edu.au</a>
VAUDO	Cristina	Italian / English	<a href="mailto:cristina.vaudo219@schools.sa.edu.au">cristina.vaudo219@schools.sa.edu.au</a>
WHITEHORN	Mark	Mathematics	<a href="mailto:mark.whitehorn662@schools.sa.edu.au">mark.whitehorn662@schools.sa.edu.au</a>
WISE	Paul	Science / Mathematics / Chemistry	<a href="mailto:paul.wise827@schools.sa.edu.au">paul.wise827@schools.sa.edu.au</a>
WRIGHT	Kat	Mathematics	<a href="mailto:katherine.wright182@schools.sa.edu.au">katherine.wright182@schools.sa.edu.au</a>
ZIESING	John	Technologies / Photography / Visual Art	<a href="mailto:john.ziesing513@schools.sa.edu.au">john.ziesing513@schools.sa.edu.au</a>

\* Unavailable