



Online Parent Teacher Conference Scheduling

pickAtime specializes in Parent Teacher Conference scheduling and is used by schools throughout the US and Canada.

“The parents really like the convenience of making the appointment on their own time rather than having to get in on the phone lines. As a school that prides itself on technology use, it is also fitting that we offer the service online.”

Diane Dowman
Director of Information Technology
The York School, Toronto, Canada

“I just used your tool to schedule my daughter’s conferences at Howard High School. It’s wonderful! It was amazing at how easy it was at the school as well, much more organized. The parent volunteers had print outs ready at the front door in case parents forgot them. Hopefully, other schools will adopt the system as well”

Melissa, a parent at
Howard High School, MD

pickAtime

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www.pickatime.com

pickAtime’s online appointment scheduling program simplifies the entire process of Parent Teacher Conference Scheduling.

Save time with our simple system Eliminate pen and paper scheduling
Choose from several different pricing options

Benefits for Administrators

- Reduces the time involved in scheduling conferences
- Eliminates the need for pen and paper scheduling
- Provides administrators with several different reports to help manage the event
- Increases parent participation

Benefits for Parents

- Allows parents to select from all currently available times to find the most convenient time slot(s)
- Available 24 hours a day 7 days a week
- Provides the ability for parents to log back in and make changes to their schedule
- Provides parents with a printable schedule
- Allows parents to request an email reminder prior to the conference event

Benefits for Teachers

- Allows teachers to have different schedules, including different appointment lengths
- Provides ability for teachers to monitor registration and contact parents who have not signed up
- Increases parent participation

HOW IT WORKS

1 ADMINISTRATORS

- Create an online account with pickAtime
- Use pickAtime’s online manager to import data and set up schedules
- Direct parents to the online scheduling page

2 PARENTS

- Login at their convenience and view teacher schedules and sign-up in minutes

3 TEACHERS

- Can monitor registration in real-time

Demo our Parent Teacher Conference Scheduler at
www.pickAtime.com or Call 888.250.1945



Online Parent Teacher Conference Scheduling

FULL FEATURE LIST

Front End

- Customizable Login Page, with the ability to add custom text, custom logo
- Use scheduling site as stand-alone or as a link from school website
- Single Sign On option available through our partner companies
- Provides visual display of available teacher/team time slots
- Allows parents to view sibling schedules side by side
- Optionally allows parents to book longer appointment times with different teachers
- Provides parent with printable appointment schedule
- Allows parents to cancel and rebook appointments
- Prevents parents from booking appointments that put them in two places at the same time
- Optionally prevents parents from booking back-to-back appointments with different teachers to ensure that parents have time to get to the next appointment
- Allows parents to edit their contact information and change their password
- 24/7 access for online scheduling
- Will not display other scheduled appointments to parents
- Provides ability to collect parent and/or appointment specific information upon registration or appointment scheduling
- At time of booking, provides ability for parents to let teachers know specific issues they'd like to discuss

Account Setup

- Printable Online Manager guide
- 24/5 M-F email support
- Ability to control when the scheduler is open and closed to parents
- Ability to control how far in advance parents can book appointments
- Ability to control how much time prior to an appointment an appointment can be cancelled
- Total number of appointments per parent can be limited
- Ability to create teams of teachers and ensure that teachers are not double booked
- Ability to allow some teachers to have longer conference times than other teachers or allow some teacher/class combinations to have longer conference times
- Supports multiple time zones
- Supports 24 hour clock
- Supports European date format (i.e. dd/mm/yyyy)

Appointment Management

- Slot length can be variable – no restriction on appointment length of time
- Ability to have single or multiple appointments per time slot
- Administrators have the ability to override parent settings and schedule longer appointments at the request of either teacher or parents
- Appointment schedule can be displayed before or after login
- Ability to search appointments by parent or by date
- Outlook or Gmail calendar appointments can be made for teachers and parents



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Appointment Management (continued)

- System ensures that only one conference per teacher per student is scheduled. If student has a teacher for two classes, school has the option of allowing the parent to make two appointments or restrict appointments to one per teacher per student
- Teachers can have different schedules, including different dates, start and end times, and length of conference slots
- Break times can be different for each teacher

Email

- Confirmation emails
- Cancellation emails
- Reminder emails can be set by parent and/or by school
- Multiple reminders at specified length of times prior to the appointment can be set
- Email template for all emails can be customized, including links to supporting documents and images

Reporting

- Provides access to real-time reports
- Excel export option available on reports
- Provides the ability for teachers to log in and view schedules in real-time
- Ability to schedule periodic report delivery by email

Customer Management

- Provides online searchable parent database
- User defined parent information can be collected
- Maintains parent appointment history, including appointments scheduled and cancelled
- Maintains parent log including record of all emails sent

Administrative Management

- Multiple user access levels available
- Limited access can be set for specific email addresses
- Report viewing only access is available
- Appointment making access only is available

SECURITY

PickAtime is hosted on dedicated servers in a locked and secure data center. All access to the servers and data is restricted to the few that maintain the system. Secure Socket Layer (SSL) technology is used to encrypt the data for transmission. All information collected by pickAtime is made available only to the client that the customer is making an appointment with.

HOSTED SOLUTION

- PickAtime hosts your scheduling solution
- No software to purchase, install or maintain
- No licensing or setup fees