

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 printouts 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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United States

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Canada

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

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/Teams

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

Demo our Education Appointment Scheduler at
www.pickAtime.com or Call 888.250.1945

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
- Allows parents to receive Outlook or Google calendar invitations they can add to their online calendar
- 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
- 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 or 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
- Outlook or Gmail calendar appointments can be made for teachers and parents
- Supports range of service/appointment types
- System ensures that only one conference per teacher per student is scheduled. If your student has a teacher for 2 classes, you have the option of allowing the parent to make 2 appointments or restrict the parent to 1 per student/per teacher.
- 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
- Optional auto-assign of appointments (by request)



Messaging

- 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
- Follow-Up and Custom email options available



Customer Management

- Provides online searchable parent / student 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



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
- Calendar export and/or calendar subscribe option available



Administrative Management

- Multiple user access levels available
- Teachers/Admins can pre-book appointments
- Limited access can be set for specific email addresses
- Report viewing only access is available
- Appointment making only access is available
- Full administrative power access is available



Security

- **PickAtime** is hosted on dedicated servers in a locked and secure data center.
- 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.