**Parent Teacher On-line Booking System**

Parent teacher interviews scheduling for the fall term will be done on-line. Instructions on how to set up an account can be found below. The link to book parent teacher interviews is also below as well as on the Shannon Park website. If you have any questions or do not have access to a computer or need help making an appointment please call Stacy Blair 902-464-2084 ext. 0.

The on-line portal will be active for booking appointments on Monday November 19th.

**How do I register a new account so I can start making appointments?**

• Open http://www.parentinterviews.com/shannon-park in your web browser

• At the User Login screen (the first page you see). Click the link which reads New Parents:

Start By Clicking Here

• You should now see a registration form. Fill in the required information and click the

Continue link located at the bottom of the form.

\***Note:** Ensure to enter your correct e-mail address as information you need to activate your

account will be e-mailed to that address.

• Please check your email and follow the instructions to confirm your e-mail address and

activate your account.

**How do I schedule appointments?**

• Click the Make Appointments link from the menu.

• Next you will need to enter some information about your children, when done click the

Continue link.

• **\*** If you have more than 1 child attending this school check the I want to add another child

checkbox to add another child.

• When you are done adding your children you will see a list of the students you have added

to your account. Select which children you would like to make appointments for and click the

Continue link.

• On the next screen you will see a list of available dates. Select the date on which to

schedule appointments.

• Now select from the list of teachers which teachers to make appointments with. Click the

Continue link.

• On the next screen each teacher will have a drop-down box with a list of their available

times listed. Select a time to reserve for each teacher, then click the Continue link.

**How do I add my children to my account?**

• Locate the My Account link from the Menu.

• A drop-down menu will appear. Click the My Children link.

• Enter your child's first and last name into the form.

• Click the Continue link at the bottom of the form.

**How do change the time and/or date of an appointment I have already scheduled?**

• Click the My Schedule link from the menu.

• You should now see a list of appointments you have made.

• Click the Edit Appointment link next to an appointment.

• Choose a new time and/or date from the options available and then click the Continue link

below.

**How do cancel an appointment that I have scheduled?**

• Click the My Schedule link from the menu.

• You should now see a list of appointments you have made.

• Click the Cancel Appointment icon next to an appointment.

**How do I print my interview schedule?**

• Click the My Schedule link from the menu.

• You should now see a list of appointments you have made.

• You will now see a list of the appointments you have scheduled. Click the Printer-Friendly

Schedule link

• Your browser's print dialog will open. Select a printer and click the Print or OK button.