

Parent Guide Signing up for Parent Teacher Conferences

1. To sign up for parent teacher conferences please go to the Mesquite Website and select Parent Teacher Conferences.



2. After you "click here" on the Mesquite Website you will be taken to this page. Select your child's teacher. ***Make sure you select submit.

The screenshot shows a webpage titled "Mesquite Elementary Conference Scheduler". It has a dark blue header with the title in white. Below the header, there is a welcome message and instructions: "Please select your conference (or conferences) below, then press 'Submit'." and "Pick your conference(s), then register name and contact info. This creates a registration for each conference and sends you a confirmation email with a link to choose appointment times. On that same page, you will be able to add and change both registrations and appointments." Below the instructions is a list of checkboxes for various teachers' conferences. A large blue arrow points to the "Submit" button at the bottom right of the page.

Welcome to the Mesquite Elementary parent teacher conference scheduling system.

Please select your conference (or conferences) below, then press "Submit".

Pick your conference(s), then register name and contact info. This creates a registration for each conference and sends you a confirmation email with a link to choose appointment times. On that same page, you will be able to add and change both registrations and appointments.

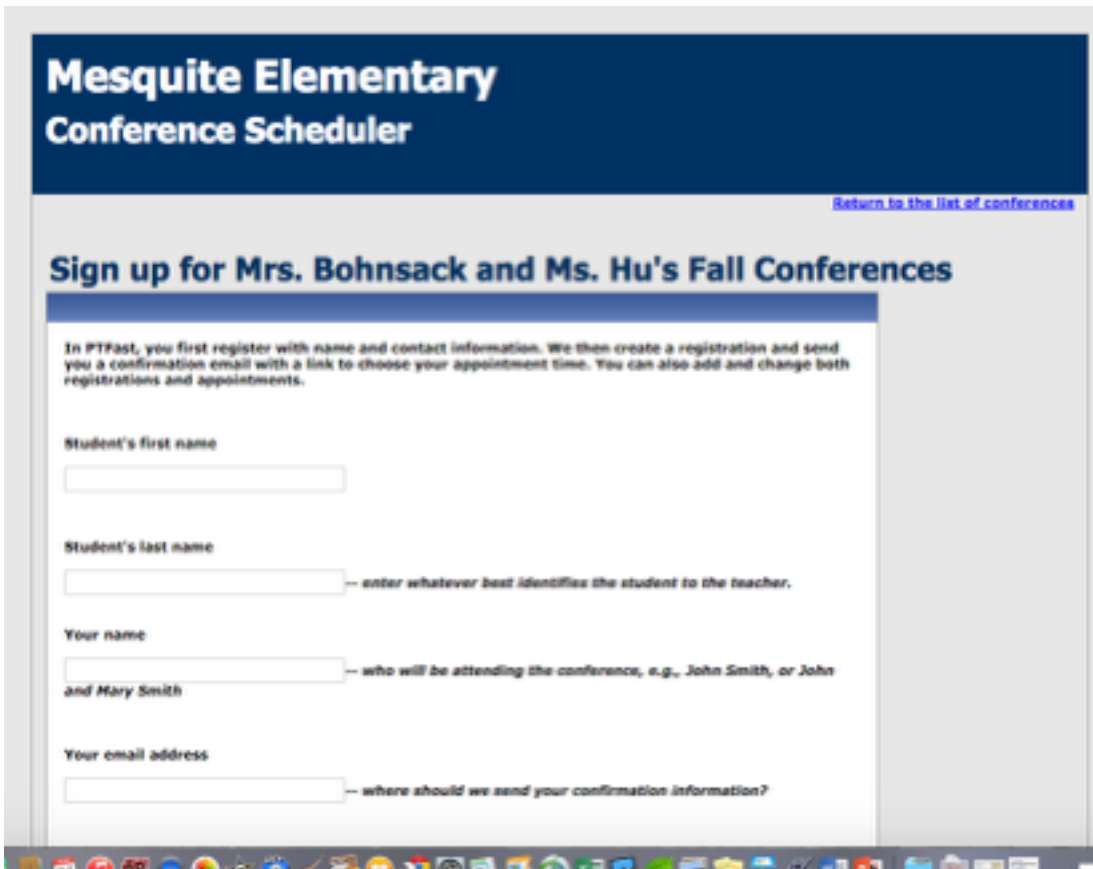
<input checked="" type="checkbox"/> Mrs. Bohnsack and Ms. Hu's Fall Conferences	<input type="checkbox"/> Mrs. Halvorson and Mrs. Sturm's Fall Conferences
<input type="checkbox"/> Ms. Port and Mrs. Pinedo's Fall Conferences	<input type="checkbox"/> Mrs. Bezerra's Fall Conferences
<input type="checkbox"/> Mrs. Fonseca's Fall Conference	<input type="checkbox"/> Mrs. George's Fall Conferences
<input type="checkbox"/> Mrs. Herd and Mrs. Becker's Fall Conferences	<input type="checkbox"/> Mrs. Hoover's Fall Conference
<input type="checkbox"/> Mrs. Baca's Fall Conference	<input type="checkbox"/> Mrs. Buntin's and Mr. Liang's Fall Conference
<input type="checkbox"/> Mrs. Haymore's Fall Conferences	<input type="checkbox"/> Mrs. Olson's Fall Conference
<input type="checkbox"/> Mrs. Alva	<input type="checkbox"/> Mrs. Fowler's Class
<input type="checkbox"/> Mrs. Griffin's Fall Conferences	<input type="checkbox"/> Ms. McLaughlin
<input type="checkbox"/> Ms. Hernandez	<input type="checkbox"/> Mrs. Knox
<input type="checkbox"/> Mrs. Marvin	<input type="checkbox"/> Mrs. Slosson
<input type="checkbox"/> Ms. Addieon	<input type="checkbox"/> Mrs. Bustamante
<input type="checkbox"/> Mr. Hough	<input type="checkbox"/> Ms. Salcido
<input type="checkbox"/> Mrs. Maxwell's Fall Conferences	<input type="checkbox"/> Mrs. Varela's Fall Conferences

Submit

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3. Once you submit you will be directed to the page below. Fill out the information .



**Mesquite Elementary
Conference Scheduler**

[Return to the list of conferences](#)

Sign up for Mrs. Bohnsack and Ms. Hu's Fall Conferences

In PTFast, you first register with name and contact information. We then create a registration and send you a confirmation email with a link to choose your appointment time. You can also add and change both registrations and appointments.

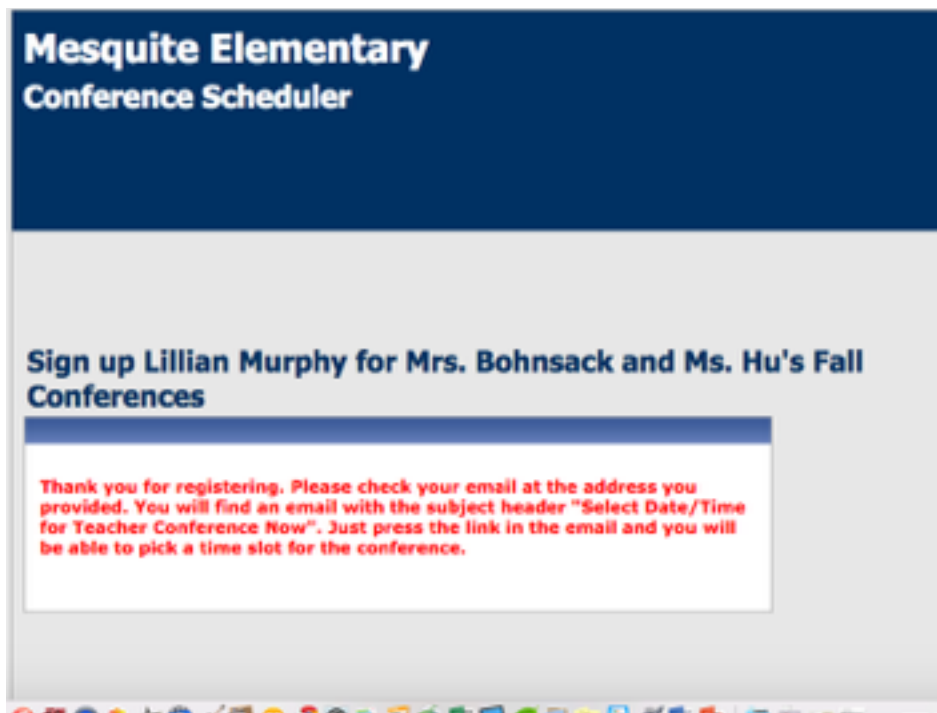
Student's first name

Student's last name
 -- enter whatever best identifies the student to the teacher.

Your name
 -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Your email address
 -- where should we send your confirmation information?

4. Once you hit submit you will receive this message and wait for an email from PTC Fast.



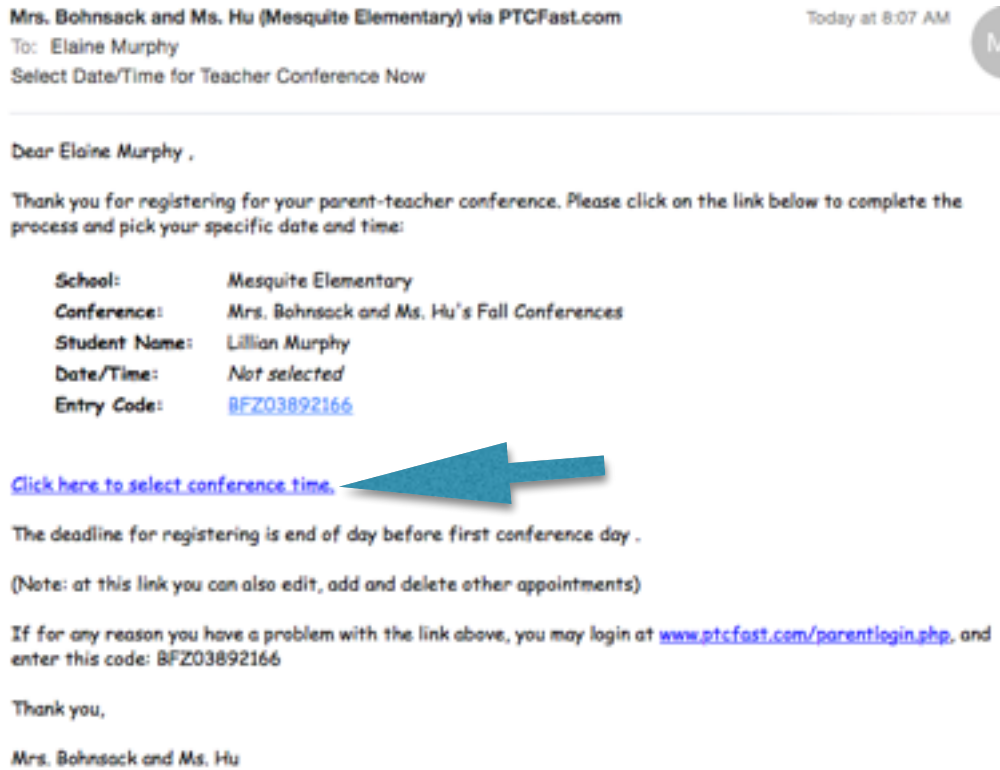
**Mesquite Elementary
Conference Scheduler**

Sign up Lillian Murphy for Mrs. Bohnsack and Ms. Hu's Fall Conferences

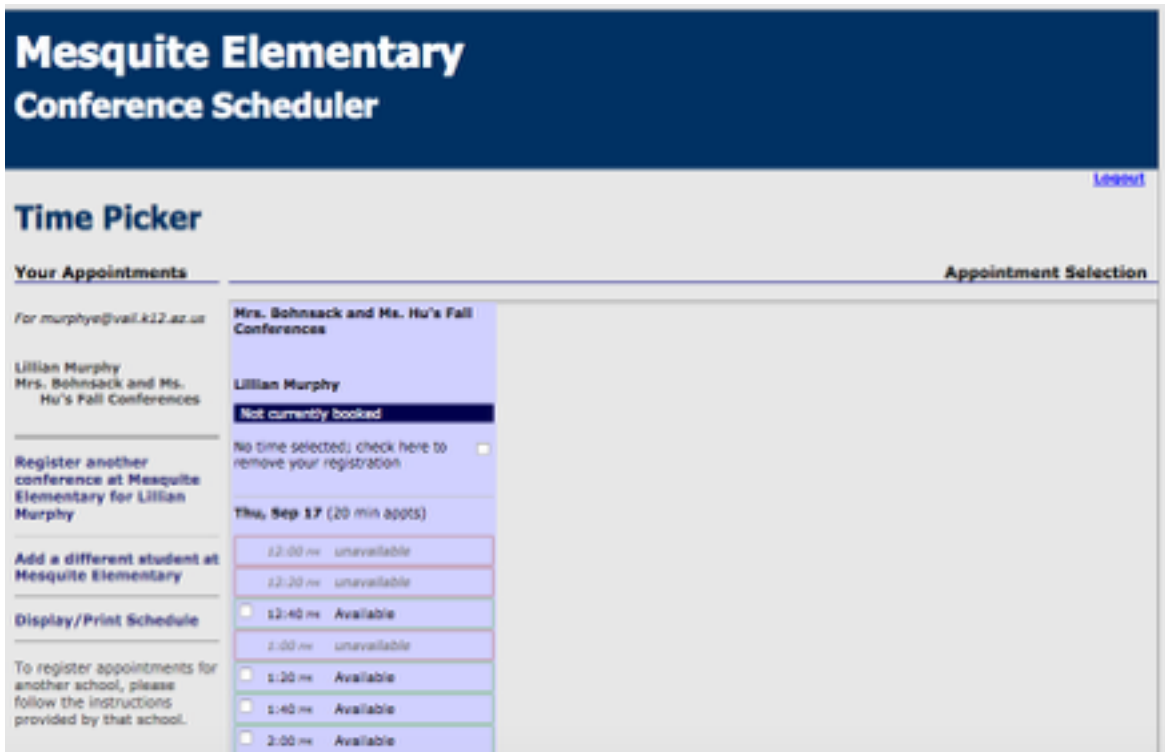
Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.

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5. Below is an example of the email you will receive. To select a time click on the link and you will be directed to a page to select a time.



6. Select an available time for your conference.



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7 Once you select your time, the child's name will appear. Make sure to select "Confirm Selection."

Lillian Murphy
6:40 AM Lillian Murphy

Fri, Sep 18 (20 min appts)

12:00 PM	Unavailable
12:20 PM	Unavailable
12:40 PM	Unavailable
<input checked="" type="checkbox"/> 1:00 PM	Available
1:20 PM	Unavailable
<input type="checkbox"/> 1:40 PM	Available
<input type="checkbox"/> 2:00 PM	Available
<input type="checkbox"/> 2:20 PM	Available
<input type="checkbox"/> 2:40 PM	Available
<input type="checkbox"/> 3:00 PM	Available
<input type="checkbox"/> 3:20 PM	Available
<input type="checkbox"/> 3:40 PM	Available

[Confirm Selections](#)

8. This screen will appear and you know that you have successfully signed up for conferences. You will then receive an email confirmation in the email you originally provided.

[Logout](#)

Time Picker

Thank you for signing up; we will send you an email confirmation and reminder. You will also receive a link that you may use if you wish to change your appointment later.

If you wish to have a printed copy of your appointments, please [click here](#) or simply print the email you will receive.

No further action is required.