

Granby Memorial High School

Pick a Time Online Conference Scheduling Software

Click on the link on the front page of the GMHS website (in the News section) to access the Parent Conference Scheduling Program called Pick A Time.

Note: You will be prompted to login or to create a login to access the conference schedule. If you have children at Granby Memorial Middle School, you can use the same login for both schools. Although you share one login for both schools, the conference schedule for each school has its' own link on each schools' website.

Register (new users)

Enter your email address and select "Login/Create Account".

1. Fill in the required fields to register.
2. For each child at GMHS, enter a student ID and birthdate
 - a. Student ID is the first name and then last name of one child, examples: John Smith or Jane Doe
 - b. Birthdate format is mm/dd/yy
3. If you have multiple children at the school, simply add one at a time.

Sign In

If you've previously registered, all you need to do is enter your email and password. The system will know about your appointments and the children you have added to your account. If you have previously logged into Pickatime and have forgotten your password you can select the "Forgot Password" button and a new one will be emailed to you.

Scheduling – 10 minute long conferences

Conferences will be held on:

- December 10 from 5:30-8:00PM
- December 11 from 12:30-2:40PM

Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with.) **Click on a square to book that time.**

1. You will optionally have the choice of setting a time when you would like a reminder email delivered.
2. Click "**Create Appointment**".

Repeat until you have a time with each teacher you'd like to visit with.

- At any time, you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.