

# Granby Schools

## pickAtime Online Conference Scheduling Software

Click on the link on the front page of the GMMS or GMHS website to access the Parent Conference Scheduling Program called **pickAtime**. Use the appropriate website link for your child's school.

**Note:** You will be prompted to login or to create a login to access the conference schedule. If you have children at both the high school and the 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/yyyy
3. If you have multiple children at the school, 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.

Choose if you would like to meet in person or virtual (you will be provided a google meet link) Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color. (**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.**

Click "**Create Appointment**".

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

- At any time, you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You can also choose to email a copy of 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.
- You cannot make changes or cancel virtual appointments. You must call your child's school.
- Click on "**Your Schedule**" to display and hide your appointments.

### **Virtual Conference Instructions:**

Copy the link that is on your schedule to your browser's top line. Ask to join and wait for the teacher to admit you to the meeting.