

# Access Parent Teacher Conferences from Family Portal

When a Parent Teacher Conference is created you will receive an Email Invitation with the **Date and Times of the Event**. To Register you **MUST** Login to the Family Portal

**Parent Teacher Conferences**  
Tuesday, Oct 11 - 4:00 pm to 4:45 pm

**Mr Booker Bachman,**

You have been invited by Marie Laubach to sign up for Parent Teacher Conferences. Please complete your registration by logging into [Family Portal](#) and selecting this event from the My Classrooms calendar.

**Details:**

Please select a time if you wish to attend Parent Teacher Conferences with Mrs Smith

**Location:**  
Room 100

Please do not reply to this automated message. The mailbox is not monitored.

**Email Invitation with the Date and Times of the Event**

Once logged into the Family Portal Select **Calendar** from the Main Menu. Verify the Correct Month/Year is selected

**Premier Academy**

School Logo

School | My Classrooms | My Homework

Previous | Next | **October** | **2022**

**Select Calendar**

**Verify the Month/Year**

Sun	Mon	Tue	Wed
25	26		2

Select the Event on the Calendar to **Open**

Sun	Mon	Tue	Wed
25	26	27	28
2	3	4	5
9	10	11 Parent Teacher Conferences (Marie Laubach)	12

**Select Event to Open**

Once Open, Select **Register**

The screenshot shows a mobile app interface for 'Parent Teacher Conferences'. It includes sections for 'Invitation', 'Host', 'Location' (Room 100), and 'Details'. A callout box on the left says 'Select Register' with an arrow pointing to the 'REGISTER' button in the Booker Bachman section. A 'CLOSE' button is visible at the bottom right.

Select **Day and Time** and Click **Register**. **\*\*Please Note: Only One Time Slot Can be Selected\*\***

The screenshot shows a 'Registration' screen with the question 'What time would you like to register for?'. Three radio button options are listed for Tuesday, October 11. A callout box on the left says '1. Select Day and Time' with an arrow pointing to the first option. Another callout box below it says '2. Select Register' with an arrow pointing to the 'REGISTER' button.

**\*\*Please Note: Only One\*\*  
Time Slot Can be Selected**

You see the following Confirmation. Select **Change Registration** to **Change** your Time or **Cancel Registration** to **Delete** your Registration. Select **Close** to **Close**

The screenshot shows a confirmation screen for 'Parent Teacher Conferences' for Tuesday, October 11, 3:00pm to 3:15pm. It includes details for the host and location. A callout box on the left says 'Select Change Registration to Change Time' with an arrow pointing to the 'CHANGE REGISTRATION' button. A callout box on the right says 'Select Cancel Registration to Delete' with an arrow pointing to the 'CANCEL REGISTRATION' button. A callout box at the bottom says 'Select Close to Close' with an arrow pointing to the 'CLOSE' button.

You will receive **Email Confirmtaion** of your Event Regisration

## Registration Activity

Parent Registered

### Parent Teacher Conferences

**Time:**

Tuesday, Oct 11 - 4:00 pm to 4:15 pm

**Email Confirmtaion  
of Event**



**Parent:** Booker Bachman

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