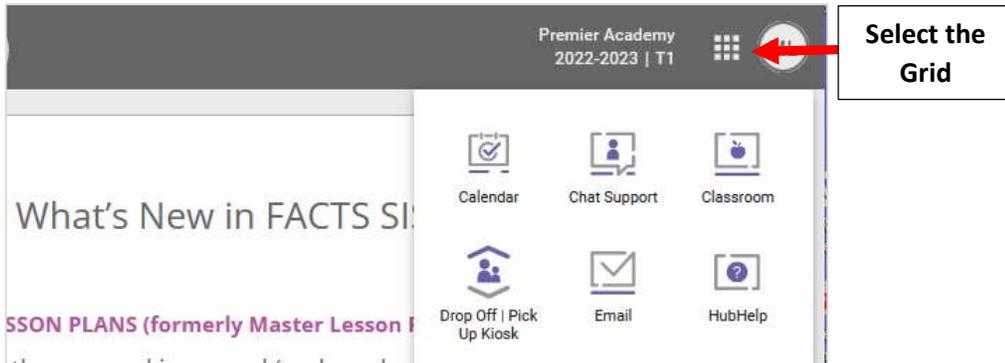


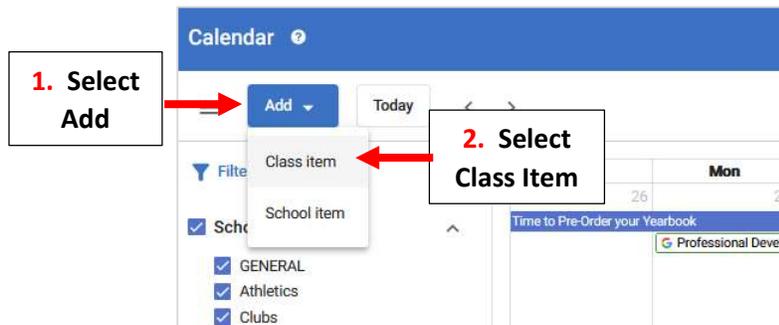
# Create a Calendar Event for Parent Teacher Conferences

**\*\*Calendar Permissions Must be Added to Teacher Security Group for Teachers to Create \*\*  
Parent Teacher Conferences**

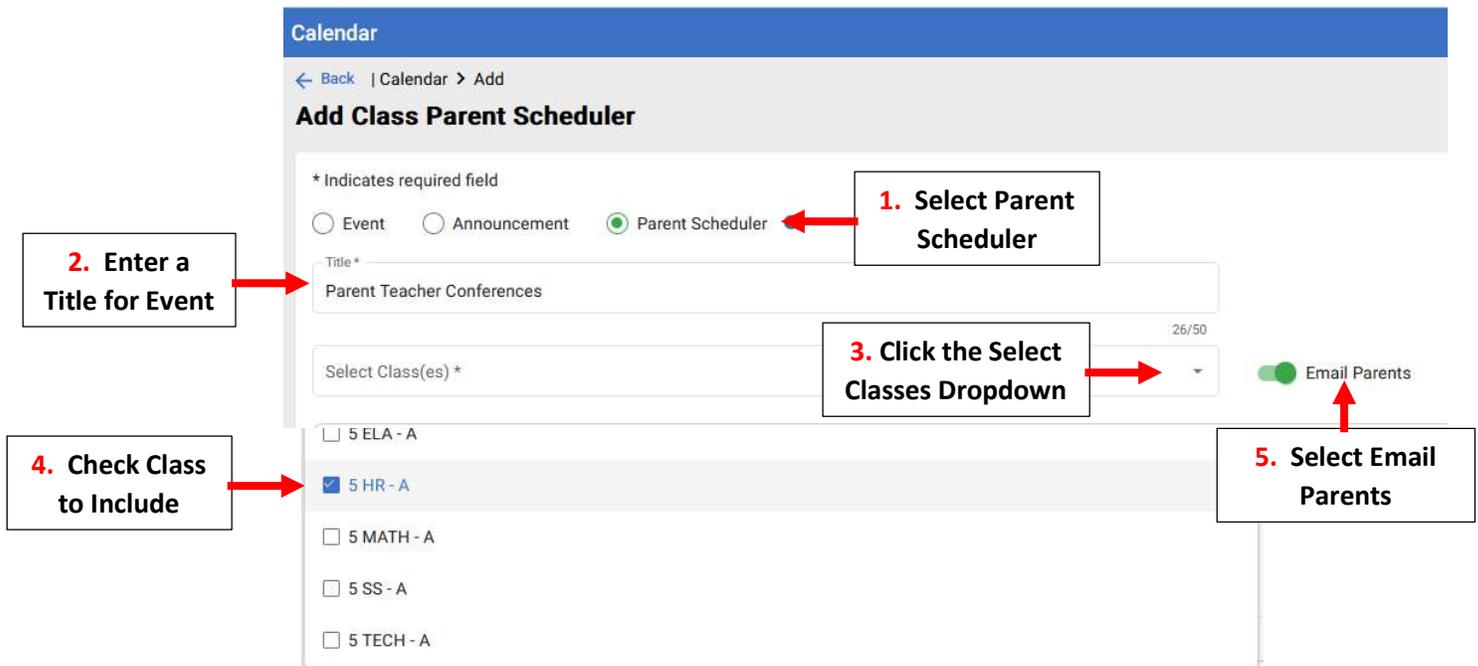
From the Dashboard, please select the **Grid** in Right Corner of Screen



Select **Add > Class Item**



Select **Parent Scheduler** and Enter a **Title** for the Event. Click the **Select Classes Dropdown** and place a **Check** on those Classes to Include in the Event. Select **Email Parents** to email a **Registration Link** for the Event





**Parent will receive an email instructing them to login the Parent 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.**