

Directions For Scheduling Junior High School Conferences Online

- **Step 1:** To schedule a conference online, please visit the following website:
https://www.ptcfast.com/schools/Pleasant_Valley_Junior_High
- **Step 2:** To begin, place a check mark next to all the instructors you would like to schedule a conference for and click **Submit**.

Pleasant Valley Community School District
Conference Scheduler

Welcome to the Pleasant Valley Community School District's Parent/Teacher Conference Scheduling System.

Please select your conferences below:

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"/> Ahlgren, Brett	<input type="checkbox"/> Ambrose, Joe
<input checked="" type="checkbox"/> Hoty, John	<input type="checkbox"/> Hult, David
<input type="checkbox"/> Kohn, Chris	<input checked="" type="checkbox"/> Lister, Andrew
<input type="checkbox"/> Meadows, Gina	<input type="checkbox"/> Weaver, Gina

- **Step 3 (If you have only selected one conference please skip to Step 6):** If you have selected more than one conference, you will be presented with the following options listed below. Choose an option to continue.

Pleasant Valley Community School District
Conference Scheduler

You have selected 3 conferences.

These are all for one student.

These are for more than one student.

Return me to the conference list to re-choose my conferences

Step 4: Complete the following information, and choose an option to continue.

**Pleasant Valley Community School District
Conference Scheduler**

Hello ,

We need to know which students you will be registering for which conferences:

Conference Name	Student First Name	Student Last Name
Ahlgren, Brett - Parent/Teacher Conference	<input type="text"/>	<input type="text"/>
Hoty, John - Parent/Teacher Conference	<input type="text"/>	<input type="text"/>
Weaver, Gina - Parent/Teacher Conference	<input type="text"/>	<input type="text"/>

Done with names; proceed with registration
 Return to conference list to select new conferences
 I do not wish to complete my registration; cancel this process

- **Step 5:** Complete the required signup information and click **Submit**. Please make sure to use a valid email address. *(Please skip to Step 7)*

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[Return to the list of conferences](#)

Student Sign up

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?:

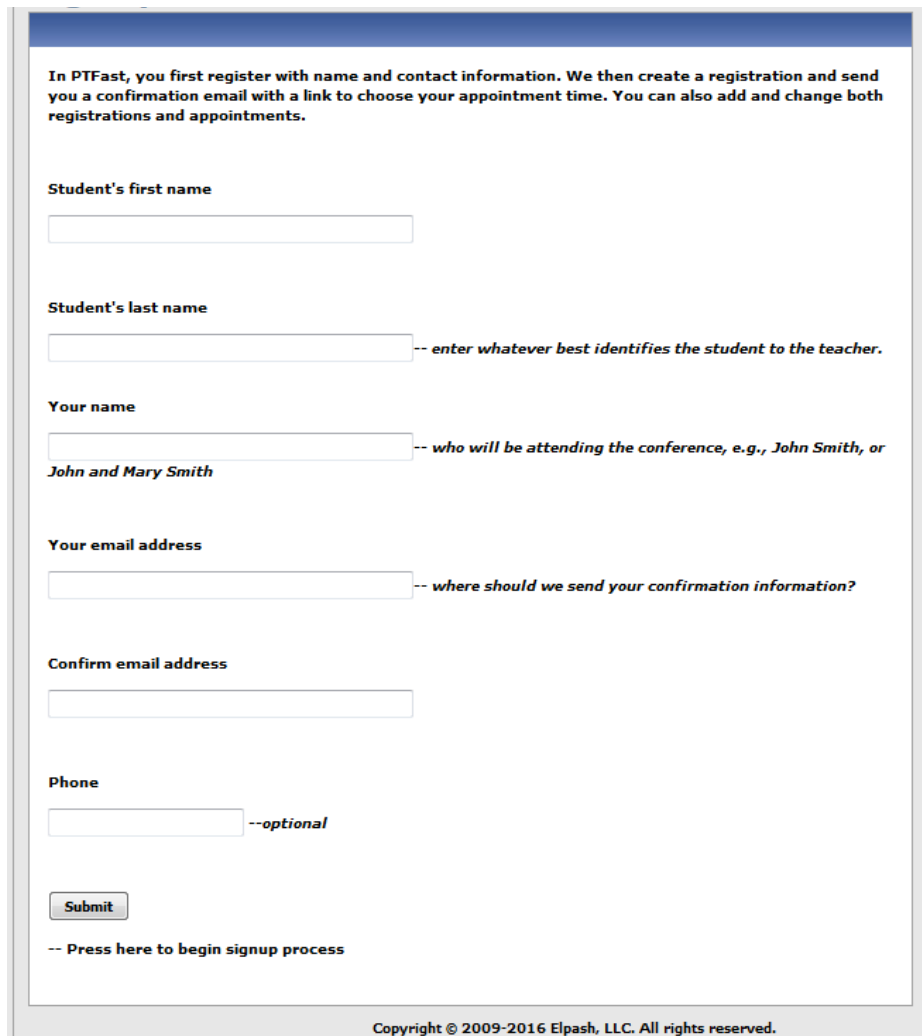
Confirm email address

Phone -- optional

-- Press here to begin signup process

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- **Step 6:** If you are only registering for one conference, complete the required information and click **Submit**. Please make sure to use a valid email address.



In PTCFast, 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?

Confirm email address

Phone
 --optional

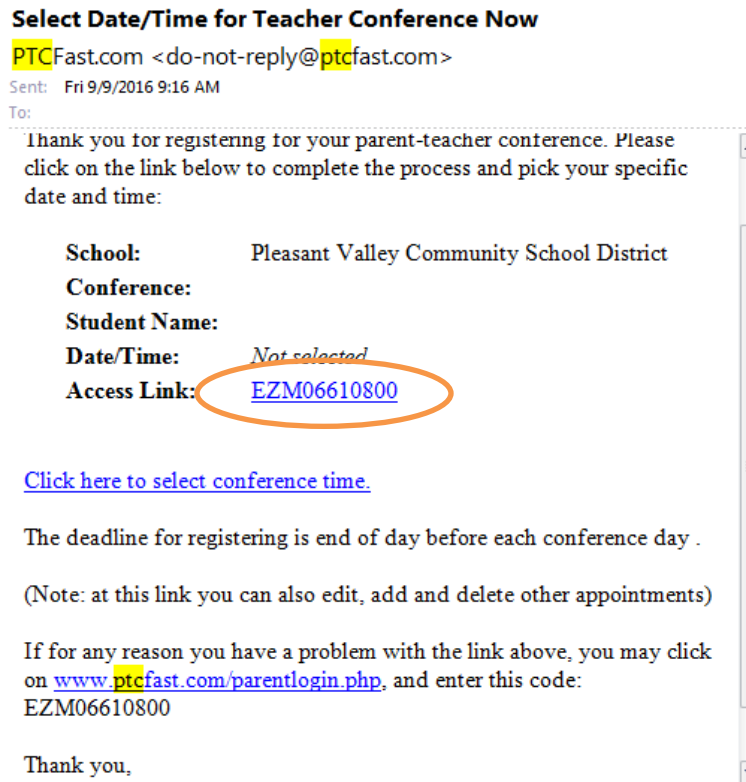
-- Press here to begin signup process

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- **Step 7:** You should receive the following message upon successfully completing signup. Next, access the email account used during the sign-up process, and follow the directions outlined in the email sent from PTCFast.com with the subject: *Select Date/Time for Teacher Conference Now*. This email will provide a link allowing you access to select a time slot for your selected conference(s). If you did not receive an email from PTCFast.com, please check your junk mail folder.



- **Step 8:** Click the Access Link to select a conference time received in the email from PTCFast.com with the subject: *Select Date/Time for Teacher Conference Now*.



- **Step 9:** Check mark an available conference time for each registered conference, and click the **Confirm Selections** button at the bottom of the webpage to complete your registration. Upon successful registration, you will receive a confirmation email providing you access to change your conference time if needed.

