

## Directions For Scheduling Bridgeview Elementary Conferences Online

- **Step 1:** To schedule a conference online, please visit the following website:  
[https://www.ptcfast.com/schools/Bridgeview\\_Elementary\\_School](https://www.ptcfast.com/schools/Bridgeview_Elementary_School)
- **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)*

## Pleasant Valley Community School District Conference Scheduler

[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.

**Pleasant Valley Community School District**  
**Conference Scheduler**

**Student Sign up**

**Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.**

**Note: Email sometimes does not get delivered immediately, please allow up to 15 minutes. You might also check your Spam 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*.

**Select Date/Time for Teacher Conference Now**

PTCFast.com <do-not-reply@ptcfast.com>

Sent: Fri 9/9/2016 9:16 AM

To:

Thank you for registering for your parent-teacher conference. Please click on the link below to complete the process and pick your specific date and time:

**School:** Pleasant Valley Community School District

**Conference:**

**Student Name:**

**Date/Time:** *Not selected*

**Access Link:** [EZM06610800](#)

[Click here to select conference time.](#)

The deadline for registering is end of day before each conference day .

(Note: at this link you can also edit, add and delete other appointments)

If for any reason you have a problem with the link above, you may click on [www.ptcfast.com/parentlogin.php](http://www.ptcfast.com/parentlogin.php), and enter this code: EZM06610800

Thank you,

- **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.

<a href="#">Edit Name</a>	<a href="#">Edit Name</a>
Booked: Thu, Oct 6 at 4:00 PM Remove appointment <input type="checkbox"/>	Not currently booked No time selected; check here to remove this column <input type="checkbox"/>
<b>Thu, Oct 6 (6 min appts)</b>	<b>Thu, Oct 6 (6 min appts)</b>
<input checked="" type="checkbox"/> 4:00 PM <b>jon smith</b>	<input type="checkbox"/> 4:00 PM Available
<input type="checkbox"/> 4:06 PM Available	<input type="checkbox"/> 4:06 PM Available
<input type="checkbox"/> 4:12 PM Available	<input type="checkbox"/> 4:12 PM Available
<input type="checkbox"/> 4:18 PM Available	<input type="checkbox"/> 4:18 PM Available
<input type="checkbox"/> 4:24 PM Available	<input type="checkbox"/> 4:24 PM Available
<input type="checkbox"/> 4:30 PM Available	<input type="checkbox"/> 4:30 PM Available