

Meet the Teacher Guide for Booking Appointments

Browse to <https://trailridge.meettheteacher.com/>

Meet the Teacher

Welcome to the Pine Haven High School parent teacher conference booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Prefix	First Name	Last Name
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Last Name	Date of Birth
Ben	Abbot	20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's Infinite Campus Student ID as it appears in Infinite Campus.

Note – You can choose to view the system in English or Spanish by choosing a language at the lower left corner of the log-in screen.

Elementary Parent Teacher Conference

This parent teacher conference is for Elementary pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Click a date to continue

Monday, October 8th

Open for bookings

I'm unable to attend

Step 2: Select Conference

Click on the date you wish to book.

Unable to make any of the dates listed? Click *I'm unable to attend*

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

- Automatic**
Automatically book the best possible times based on your availability
- Manual**
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Ben Abbot

- | | | |
|----------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> G Christiansen
Integrated Algebra | <input type="checkbox"/> L Corwin
Introduction to Web Design | <input type="checkbox"/> J Cummings
Group Guidance |
| <input type="checkbox"/> J Doyle
U.S. History Honors | <input type="checkbox"/> R Gadsby
Key Club | <input type="checkbox"/> B Glover
Ninth Grade English |
| <input type="checkbox"/> B Glover
Class 901 Homeroom | <input type="checkbox"/> L Jacobs
Spanish I | <input type="checkbox"/> P McCartney
Physical Education Group 9B |
| <input type="checkbox"/> S Ogden
Living Environment | | |



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

You may book other teachers not listed on the screen by pressing the *Add Another Teacher* button. Please do this if you would like to schedule time with one of your child's special teachers.

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject	Room
3:00 pm	L Corwin	Ben Abbot	Introduction to Web Design	
3:20 pm	B Glover	Ben Abbot	Class 901 Homeroom	
3:30 pm	G Christiansen	Ben Abbot	Integrated Algebra	
3:40 pm	J Doyle	Ben Abbot	U.S. History Honors	
4:00 pm	J Cummings	Ben Abbot	Group Guidance	Hall 1
4:10 pm	R Gadsby	Ben Abbot	Key Club	

Accept Appointments

Reject Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	G Christiansen Integrated Algebra Ben Abbot	J Doyle U.S. History Honors Ben Abbot	B Glover Ninth Grade English Ben Abbot	B Glover Class 901 Homeroom Ben Abbot	P McCartney Physical Education Group 9B Ben Abbot
3:00 pm					
3:10 pm		✓			
3:20 pm			✓		
3:30 pm	+				
3:40 pm	+			+	+
3:50 pm	+			+	+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

Your appointments have been booked and an email will be sent confirming your appointments.

Elementary Parent Teacher Conference

Elementary and Parents | Monday, October 8th

Print

This page is highly sensitive to the Elementary staff. Please note this and do not share the user names and allow the sign for the Main/High school this morning in being place. Printing is available in the main school or park.

Teacher	Student	Subject
J Doyle	Ben Abbot	U.S. History Honors
B Glover	Ben Abbot	Ninth Grade English
G Christiansen	Ben Abbot	Integrated Algebra
B Glover	Ben Abbot	Class 901 Homeroom
P McCartney	Ben Abbot	Physical Education Group 9B