

River Valley School Conference Manager Parent Instructions

We are pleased to be using the SchoolSoft program to schedule our progress meetings.

Step 1 – If you have not done so before, **register at:** <https://rivervalley.schoolsoft.ca>
(DO NOT include “www” in the url)

- You can set up a Parent Account by following the link above.
- Click the REGISTER NOW button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future.

**Please note that in order to enhance functionality and security, the Conference Manager requires you to use Internet Explorer 7 (or above), Firefox 3 (or above) or Safari 4 (or above). If you are using an older browser, the Conference Manager will automatically prompt you to update your browser and provide you with a link.

**In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding appointments@schoolsoft.ca to your address book.

Step 2 – Conference Manager Opens to Parents

You can access the Parent Login Page using the link in the Confirmation Email or by going directly to <https://rivervalley.schoolsoft.ca>.

Step 3 – Book your Transition Meeting(s)

- Select the teachers with whom you want to book a meeting with. You will see each teacher’s schedule.
- After booking your meeting(s) you can print off your schedule.
- You will receive an email containing the teacher name, time and location of the meeting.
- You can log into the system at any time to view your bookings, print, cancel or re-schedule meetings and have the option of submitting comments or questions to the teacher as part of the booking process.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.