

## **River Valley School Conference Manager**

### ***Instructions for Parents***

The process for booking interviews is broken into the following steps:

**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. This is a one-time process and only takes a couple of minutes.

In order to ensure that your email program does not block emails sent from the Conference Manager, we suggest adding [appointments@schoolsoft.ca](mailto:appointments@schoolsoft.ca) to your faddress book.

**Step 2** – When the Conference Manager opens to parents

You can access the Parent Login Page using the link in the Confirmation Email. If you do not receive a Confirmation Email, you can login by going directly to <https://rivervalley.schoolsoft.ca>.

**Step 3** – Book your meetings

Select the teachers with whom you want to book meetings. You will see each teacher’s schedule. After booking your meeting(s) you can print off your schedule. You will also 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. You 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.