



## RIVER VALLEY SCHOOL

WONDER LIVES HERE

# Meet the Teacher Day!

## Conference Manager Booking Instructions

### **IMPORTANT DATES TO REMEMBER:**

**Monday August 26th @ 12:00 PM:** Conference Manager Opens

**Wednesday August 28th @ 12:00 PM:** Conference Manager Closes

**Thursday August 29th @ 9:00 AM - 4:00 PM (By Appointment):** Meet the Teacher

**STEP 1 - If you have not done so before, please 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](mailto:appointments@schoolsoft.ca) to your address book.*

### **STEP 2 - Book your appointment(s)**

- Once the Conference Manager opens, you can access the Parent Login Page using the link in the Confirmation Email or by going directly to <https://rivervalley.schoolsoft.ca>.
- Select the teacher(s) with whom you want to book a meeting with. You will see each teacher’s schedule.
- Appointments will be a maximum of 15 minutes with 5 minutes in between for transitions (for siblings)
- Once you have completed the booking, you will receive an email containing the teacher name, and time of the meeting.

### **STEP 3 - Managing your appointment(s)**

- After booking your meeting(s) you can print off your schedule.
- You can log into the system at any time to view your bookings, print, cancel or re-schedule meetings.
- If you need assistance booking or changing your appointment, please don’t hesitate to call our front desk at (403) 246-2275
- As our teachers have many families to meet with, please ensure you arrive on time for your appointment.