





Parent/Teacher Conferences

Parent instructions to set up a 15-16 Parent/Teacher Conference account

1. Go to our school appointments web site: <http://aspenschoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Enter your name, email address and password for yourself and then click the "**Register Now**" button.
3. Add your students into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.  
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.